

Notification of Incorrect Payment Processing

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Notification of Incorrect Payment Processing

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you that there was an issue with the recent payment processing for Invoice #[Insert Invoice Number]. It appears that the payment amount of [Insert Amount] processed on [Insert Payment Date] was incorrect due to [briefly describe the reason for the incorrect payment].

We kindly ask you to review the payment details and confirm the correct amount at your earliest convenience. Once we receive your confirmation, we will proceed with any necessary adjustments.

We apologize for any inconvenience this may have caused and appreciate your cooperation in resolving this matter. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]