

Beneficiary Pension Payment Correction Notice

Date: [Insert Date]

Beneficiary Name: [Insert Beneficiary Name]

Beneficiary Address: [Insert Beneficiary Address]

Dear [Beneficiary Name],

We are writing to inform you of a correction regarding your pension payment. After a thorough review of our records, we identified an error in the amount disbursed to you for the month of [Insert Month/Year].

The corrected payment amount is: [Insert Corrected Amount]. The previous amount of: [Insert Previous Amount] will be adjusted in the upcoming disbursement.

We sincerely apologize for any confusion this may have caused and appreciate your understanding in this matter. If you have any questions or require further assistance, please do not hesitate to contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Best Regards,

[Your Name]

[Your Title]

[Your Organization]

[Organization Contact Information]