

Inquiry Regarding Payment Accuracy

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the accuracy of a recent payment processed on [Insert Date of Payment]. The payment reference number is [Insert Payment Reference Number].

Upon reviewing our records, I noticed a discrepancy regarding [briefly explain the discrepancy]. I would appreciate your assistance in clarifying this matter at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]