

Payment Error Correction Letter

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I am writing to bring to your attention an error that has occurred regarding the payment made on [Insert Payment Date] for the invoice number [Insert Invoice Number].

Upon reviewing our records, we have identified that the amount paid was [Insert Amount Paid] instead of the correct amount of [Insert Correct Amount].

We kindly request that you correct this discrepancy at your earliest convenience. Attached are the relevant documents for your reference.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]