

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify some details regarding the payment processing for [specific project or service provided].

As per our agreement dated [date of agreement], the payment terms were outlined as follows:

- Amount Due: [amount]
- Payment Method: [e.g., bank transfer, credit card]
- Payment Deadline: [date]

It has come to my attention that there may be some confusion regarding [specific issue, if any]. I would like to confirm that [provide clear clarification].

Please let me know if you require any additional information or further clarification on this matter. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]