

Payment Clarification Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a payment clarification regarding invoice number [Invoice Number] dated [Invoice Date]. I noticed some discrepancies that I would like to address.

Specifically, I would like to clarify [briefly describe the issue or discrepancy]. This information is crucial for our accounts reconciliation process.

If you could provide me with the necessary details or documentation pertaining to this matter, I would greatly appreciate it.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]