

Payment Reconciliation Clarification Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding discrepancies found during the reconciliation of our recent transactions for the period ending [Insert Date].

Upon reviewing our records, we noticed the following discrepancies related to transaction ID: [Insert Transaction ID], dated [Insert Transaction Date]:

- Discrepancy 1: [Insert details]
- Discrepancy 2: [Insert details]
- Discrepancy 3: [Insert details]

We believe that addressing these discrepancies is crucial for both our records and to maintain the accuracy of our financial documentation. Please provide us with the necessary clarification or documentation concerning these transactions at your earliest convenience.

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

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