

Payment Scheduling Clarification

[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 the payment scheduling issues we have been experiencing recently regarding [specific invoice/contract details].

It has come to my attention that there have been discrepancies in the payment schedule that was originally agreed upon. Specifically, [briefly describe the issue, e.g., missed payments, changes in due dates].

To resolve this matter, I would appreciate it if you could provide confirmation on the following points:

- [Specific query 1]
- [Specific query 2]
- [Specific query 3]

Thank you for your attention to this matter. I look forward to your prompt response so that we can ensure a smooth resolution.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]