

Complaint Regarding Incorrect Payment Chronology

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding the incorrect payment chronology related to my account, [Account Number]. It has come to my attention that there are discrepancies in the payment records that need to be addressed urgently.

Specifically, the following payments have been recorded incorrectly:

- Payment of [Amount] on [Date] - Should be recorded as [Correct Amount/Date]
- Payment of [Amount] on [Date] - Should be recorded as [Correct Amount/Date]

I kindly request that you investigate this matter and correct the records accordingly. Furthermore, I would appreciate a prompt response to this issue, along with a detailed explanation of how this error occurred.

Thank you for your attention to this matter. I look forward to your swift resolution.

Sincerely,

[Your Name]