

Subject: Clarification on Payment Order Confusion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the confusion regarding the recent payment order submitted on [insert date]. Upon reviewing our records, it appears there has been a misunderstanding related to the specified payment amount and the intended purpose.

The payment order in the amount of [insert amount] was processed for [insert purpose]. However, it was brought to my attention that [insert details of the confusion or error]. This mismatch may have caused delays and I sincerely apologize for any inconvenience this has caused.

To resolve this matter, I kindly request your assistance in [insert what you need from the recipient, e.g. confirming details, correcting the order, etc.]. Please let me know if you require any additional documentation to facilitate the process.

Thank you for your understanding and prompt attention to this matter. I appreciate your cooperation in helping us resolve this issue swiftly.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]