

Payment Clarification Request

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Re: Clarification Request for Invoice #[Invoice Number]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to request clarification regarding the payment for Invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing our records, we have noted discrepancies in the payment amount due, specifically regarding [briefly explain the issue, e.g., missing items, incorrect charges, etc.].

To ensure accurate processing, we would appreciate it if you could provide us with the following information:

- [Specify information needed, e.g., breakdown of charges, missing documentation, etc.]
- [Any additional points of clarification]

Please send the requested information at your earliest convenience, enabling us to resolve this matter swiftly. Should you have any questions or require further details, feel free to reach out at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]