

# Supplier Payment Discrepancy Clarification

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to address a discrepancy regarding our recent payment for invoice number [Invoice Number] dated [Invoice Date].

Upon reviewing our accounts, we noticed that the payment made on [Payment Date] was [amount or percentage] less than the invoiced amount of [Original Invoice Amount]. We believe this may have been due to [reason, e.g., incorrect invoice, deductions, etc.].

To resolve this matter, we would appreciate it if you could provide us with clarification regarding the discrepancy. If there are any issues on our end, we are committed to resolving them promptly.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further information or documentation.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]