

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Job Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Subject: Explanation for Unapproved Payment

Dear [Recipient Name],

I hope this message finds you well. I am writing to address the recent payment request [or invoice number] submitted on [date] that has not been approved.

The reason for the unapproved payment is due to [insert explanation here, e.g., lack of sufficient documentation, payments exceeding budget constraints, etc.]. We understand the importance of adhering to the established guidelines and apologize for any inconvenience this may have caused.

To rectify this situation, we propose to [insert proposed solution, e.g., provide additional documentation, adjust the payment request, etc.]. We are committed to resolving this matter promptly and ensuring compliance with all necessary protocols.

Thank you for your understanding. Please feel free to reach out if you need any further information or clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]