

Payment Discrepancy Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy that has come to our notice regarding your recent payment.

Details of the Payment:

- Invoice Number: [Insert Invoice Number]
- Payment Amount: [Insert Expected Payment Amount]
- Date of Payment: [Insert Date of Payment]
- Recorded Payment Amount: [Insert Recorded Amount]

It appears that the amount we received does not match the expected amount for the invoice mentioned above. We kindly ask you to review your records and clarify this discrepancy.

Please reach out to us at your earliest convenience, so we can resolve this matter as quickly as possible. Your prompt attention to this issue is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]