

# Logistics Payment Inconsistency Notification

Date: [Insert Date]

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

To: [Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

## Subject: Notice of Payment Inconsistency

Dear [Recipient Name],

We are writing to bring to your attention an inconsistency that has come to our notice regarding payments related to our recent logistics services. After reviewing our records for the period of [insert relevant dates], we have identified discrepancies in the payments received.

Details of the inconsistencies are as follows:

- Invoice Number: [Insert Invoice Number]
- Original Amount Charged: [Insert Amount]
- Amount Received: [Insert Amount]
- Date of Transaction: [Insert Date]

To resolve this issue promptly, we kindly ask you to review your records and provide clarification on the discrepancies noted above. Please respond to us by [insert deadline date] to avoid potential service disruptions.

We appreciate your immediate attention to this matter. Should you have any questions, please do not hesitate to contact us at [insert phone number] or [insert email address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]