

Payment Clarification for Review Services

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the payment details regarding the review services provided by [Service Provider's Name] for the project titled "[Project Title]."

We appreciate your promptness in addressing the recent invoice [Invoice Number], dated [Invoice Date]. However, we would like to confirm a few details related to the payment terms and conditions.

- Total Amount Due: [Total Amount]
- Payment Due Date: [Due Date]
- Payment Method: [Payment Method]

Could you please confirm if the above details are correct? In case there are any discrepancies or additional information required, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]