

Payment Clarification Letter

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding a recent payment that appears to have been underpaid.

On [date of the original payment], a payment of [amount] was made for [description of the service/product]. However, upon reviewing the payment records, it seems that the correct total amount due was [correct amount]. This has resulted in a shortfall of [amount underpaid].

For your reference, I have attached all related documentation that supports this clarification, including the original invoice and payment confirmation.

We would appreciate your prompt attention to this matter and request that the outstanding amount of [amount underpaid] be settled at your earliest convenience. If you require any further information, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]