

# Payment Rectification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a rectification of a billing error that has occurred in my recent invoice [Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, I noticed that the amount billed is incorrect.

The correct amount should be [Correct Amount], based on [brief explanation of the correct amount, e.g., service/product provided]. However, I was billed [Billed Amount]. I have attached relevant documentation to support my claim.

I kindly request that you review this matter and adjust my account accordingly. Please let me know if you need any further information or if there are additional steps I need to take.

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

Sincerely,

[Your Name]