

# Payment Error Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention a payment error that occurred during my recent transaction on [Insert Date of Transaction]. I kindly request clarification regarding this issue.

Details of the transaction are as follows:

- Transaction ID: [Insert Transaction ID]
- Amount Charged: [Insert Amount]
- Method of Payment: [Insert Payment Method]

Upon reviewing my bank statement, I noticed a discrepancy. Instead of the agreed amount, I was charged [Insert Incorrect Amount]. Please provide me with clarification and assistance in resolving this matter.

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

Sincerely,

[Your Name]