

Underpayment Correction Notice

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you of an underpayment that has been identified in your recent compensation statement. After reviewing our records, we found that the amount paid to you for the period of [Insert Period] was less than the agreed-upon contract amount.

Details of the underpayment are as follows:

- Contract Amount: [Insert Amount]
- Amount Paid: [Insert Amount]
- Underpayment Amount: [Insert Amount]

We acknowledge the importance of timely and accurate payments and sincerely apologize for this oversight. We have taken the necessary steps to correct this issue and will process the adjusted payment of [Insert Adjusted Amount] by [Insert Payment Date].

If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]