

Underpayment Correction Notice

Date: [Insert Date]

Freelancer Name: [Insert Freelancer Name]

Freelancer Address: [Insert Freelancer Address]

Email: [Insert Freelancer Email]

Dear [Freelancer Name],

We hope this message finds you well. We are writing to inform you of an error related to your recent payment for services rendered. After a thorough review of our records, we have identified that you were underpaid for the work completed in accordance with our agreement.

Details of the underpayment are as follows:

- Invoice Number: [Insert Invoice Number]
- Original Payment Amount: [Insert Original Amount]
- Correct Payment Amount: [Insert Correct Amount]
- Amount Due: [Insert Amount Due]

We sincerely apologize for this oversight and are committed to rectifying the situation. The corrected amount will be processed and issued to you by [Insert Payment Date]. If you have any further questions or concerns, please do not hesitate to reach out.

Thank you for your understanding and continued partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]