

# Underpayment Correction Notice

Dear [Service Provider's Name],

We hope this message finds you well. We are writing to inform you of an underpayment that has been identified concerning the services provided during the period of [Start Date] to [End Date].

After reviewing our records, we found that the amount of [Original Amount] was paid, while the correct payment should have been [Correct Amount]. This discrepancy amounts to a total underpayment of [Amount Owed].

We sincerely apologize for this oversight and are taking immediate steps to rectify the situation. We will issue a payment of [Amount Owed] to you on [Payment Date].

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

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]