

Underpayment Correction Notice

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Name],

We are writing to inform you of an error in the payment processed for your recent invoice #[Insert Invoice Number] dated [Insert Invoice Date]. Upon review, we discovered that the payment made was less than the amount owed.

Details of the underpayment are as follows:

- Invoice Amount: \$[Insert Amount]
- Amount Paid: \$[Insert Amount Paid]
- Underpayment Amount: \$[Insert Underpayment Amount]

We sincerely apologize for this oversight and are taking steps to ensure it does not happen again. The corrected payment of \$[Insert Underpayment Amount] will be issued to you within [Insert Time Frame].

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.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone]