

Payment Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding a payment issue we are currently experiencing with our account.

We have noticed that [describe the payment issue, e.g., "the payment due on [insert date] has not been received," or "the amount received does not match the invoice"]. For your reference, the invoice number is [insert invoice number] and the total amount was [insert amount].

Could you please provide us with an update on the status of this payment? If there are any discrepancies or issues, we would appreciate your assistance in resolving them at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]