

Payment Correction Request

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To: [Recipient's Name]

Company Name: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request a correction regarding a payment made on [Payment Date], in the amount of [Amount]. The payment reference number is [Reference Number].

Upon reviewing my records, I have noticed that [explain the discrepancy briefly]. I kindly ask for your assistance in resolving this matter and correcting the payment accordingly.

Attached are copies of relevant documents for your reference.

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

Sincerely,

[Your Name]