

Payment Discrepancy Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy that we have noted regarding a recent payment.

The details of the transaction are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Payment Amount:** [Insert Payment Amount]
- **Date of Payment:** [Insert Payment Date]

Upon reviewing our records, it appears that the amount received does not match the expected amount as per our invoice. The expected payment total is [Insert Expected Amount], resulting in a discrepancy of [Insert Discrepancy Amount].

We kindly request that you review your records at your earliest convenience and provide clarification on this matter. Should you need any additional information or documentation from our end, please do not hesitate to reach out.

Thank you for your prompt attention to this issue. We look forward to resolving it quickly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]