

Vendor Payment Reconciliation Notice

Date: [Insert Date]

To: [Vendor Name]

Email: [Vendor Email]

Address: [Vendor Address]

Subject: Disputed Charges Reconciliation

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to address certain discrepancies noted during our recent reconciliation of payments made to your account for the period of [Insert Start Date] to [Insert End Date].

Upon reviewing our records, we have identified disputed charges as follows:

- Invoice Number: [Insert Invoice Number] - Amount: [Insert Amount] - Description: [Insert Description]
- Invoice Number: [Insert Invoice Number] - Amount: [Insert Amount] - Description: [Insert Description]

We kindly request your assistance in clarifying these disputed charges. Please provide supporting documentation or any necessary details to help us resolve these discrepancies promptly.

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We appreciate your cooperation in this matter.

Thank you for your attention to this issue. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]