

Accounts Payable Cash Allocation Inquiry

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Recipient's Company]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to inquire about the cash allocation related to our accounts payable.

As of [Insert Date], we have noticed discrepancies in our records pertaining to the payments made toward our outstanding invoices. Specifically, we would like clarification on the following:

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

We would appreciate it if you could provide us with a detailed breakdown of the cash allocations for these invoices at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]