

Payment Inconsistency Notice

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to inform you of a discrepancy we have noticed regarding payments made for recent packaging supplies provided to our company. After reviewing our records, it appears that there are inconsistencies between the expected payment amounts and the actual payments processed.

The following transactions have been identified:

- Invoice Number: [Invoice Number] - Amount Discrepancy: [Amount]
- Invoice Number: [Invoice Number] - Amount Discrepancy: [Amount]
- Invoice Number: [Invoice Number] - Amount Discrepancy: [Amount]

We request that you review your records and provide clarification regarding these discrepancies by [Insert Deadline Date]. If you have already sent us any updated invoices or corrections, please disregard this notice.

Thank you for your immediate attention to this matter. We value our partnership and look forward to resolving this issue promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]