

Construction Project Payment Clarification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Clarification of Payment Discrepancies for [Project Name]

I hope this message finds you well. I am writing to formally address some discrepancies we have identified regarding the payments made for the [Project Name] construction project.

Upon reviewing our records, we noticed the following discrepancies:

- Invoice Number: [Insert Invoice Number] - Amount Discrepancy: [Insert Amount]
- Payment Date: [Insert Date] - Amount Received: [Insert Amount]
- [Additional discrepancies as necessary]

We kindly request a review of these discrepancies and clarification on the payment details. It is crucial for us to reconcile our accounts and ensure all transactions align with our agreements.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]