

Letter of Affirmation of Payment Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally affirm the discrepancies noted in the recent payment transactions dated [Insert Date of Transaction]. After a thorough review of my records, I have found the following inconsistencies:

- Transaction ID: [Insert Transaction ID] - Amount Discrepancy: [Insert Amount]
- Transaction ID: [Insert Transaction ID] - Amount Discrepancy: [Insert Amount]

These discrepancies need to be addressed promptly, as they affect my financial records. I kindly request your immediate attention to this matter and a detailed explanation of these discrepancies.

Thank you for your cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]