

Confirmation of Payment Discrepancy

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the receipt of your inquiry regarding the payment discrepancy related to invoice # [Invoice Number]. After reviewing our records, we have found the following information:

- Expected Amount: [Expected Amount]
- Received Amount: [Received Amount]
- Discrepancy Amount: [Discrepancy Amount]

We understand the importance of accurate accounts and are currently investigating this issue. We will provide you with an update by [Insert Date].

If you have any further questions or need additional information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]