

Payment Discrepancy Acknowledgment

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the payment discrepancy reported regarding your recent transaction with us. We take such matters seriously and appreciate your bringing this to our attention.

Details of the discrepancy are as follows:

- Transaction Date: [Insert Date]
- Invoice Number: [Insert Invoice Number]
- Amount Claimed: [Insert Amount]
- Amount Received: [Insert Amount]

We are currently investigating the issue and will update you within [Insert Time Frame] about our findings. Please feel free to reach out to us at [Insert Contact Information] if you have any immediate questions or concerns.

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]