

Dear [Recipient's Name],

We hope this message finds you well. We are writing to bring to your attention a discrepancy we have noticed in the recent payment transaction regarding Invoice #[Invoice Number].

According to our records, the agreed amount for this invoice was [Agreed Amount], however, we have received a payment of [Received Amount]. This results in a difference of [Difference Amount].

We kindly ask you to review this matter at your earliest convenience. If you believe there has been an error, please do not hesitate to reach out to us so we can resolve it promptly.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]