

Payment Discrepancy Resolution

Sender's Name

Sender's Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name

Recipient's Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to bring to your attention a discrepancy regarding a recent payment made to your company. On [date of transaction], I made a payment of [amount] for [goods/services]. However, it has come to my attention that [describe the discrepancy, e.g., the amount received was incorrect, services were not rendered, etc.].

According to my records, the payment details are as follows:

- Date of Payment: [insert date]
- Amount Paid: [insert amount]
- Transaction Reference Number: [insert reference number]

I would appreciate it if you could look into this matter at your earliest convenience. Please confirm receipt of this letter and advise on how we can resolve this issue promptly. I have attached [any supporting documents, if applicable] for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]