

# Payment Discrepancy Discussion

Date: [Insert Date]

To,

[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss a discrepancy I have noticed regarding the payment for [specific service/product] dated [insert date].

Upon reviewing our records, I have found that the payment received was [insert amount] whereas the expected amount was [insert expected amount]. This difference of [insert difference amount] has raised some concerns.

Could you please provide clarification regarding this discrepancy? I am optimistic that this can be resolved promptly and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

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