

Payment Adjustment Inquiry

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about a recent payment adjustment reflected in my account. My account number is [Account Number].

On [Date of Payment], I made a payment of [Amount] for [Description of Service/Product]. However, I have noticed a discrepancy in the amount credited to my account. According to my records, the correct amount should be [Correct Amount].

I kindly request that you review my account and provide clarification on this matter. Enclosed are copies of relevant documents for your reference.

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

Sincerely,

[Your Name]