

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

Subject: Payment Discrepancy Notice

I hope this message finds you well. I am writing to bring to your attention a discrepancy I noticed regarding my recent payment.

Invoice Number: [Invoice Number]

Payment Amount: [Amount Paid]

Date of Payment: [Payment Date]

Upon reviewing my records, it appears that [describe the discrepancy-- e.g., the amount charged was incorrect, a payment was not recorded, etc.]. According to my understanding, the correct amount should be [correct amount] based on [brief explanation].

I kindly request that you review your records and provide clarification regarding this matter. Additionally, I would appreciate any steps that need to be taken to resolve this issue promptly.

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

Sincerely,

[Your Name]