

[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],

Subject: Request for Payment Clarification

I hope this message finds you well. I am writing to request clarification regarding [specific payment issue or invoice number] dated [date].

Upon reviewing my records, I noticed some discrepancies related to [briefly explain the discrepancy or concern]. I would appreciate it if you could provide further details regarding [specific information needed, e.g., payment terms, outstanding balance, etc.].

Your assistance in resolving this matter would be greatly appreciated.

Please feel free to reach out to me at your earliest convenience.

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

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company Name, if applicable]