

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request clarification regarding the payment received on [specific date or invoice number]. It appears that the amount does not match our records, and I would like to understand the details of the transaction to ensure everything is accurate.

Could you please provide the following information:

1. Breakdown of the payment details
2. Reference to the invoice associated with this payment
3. Any applicable adjustments or discounts

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]