

Sample Adjustment Letter for Account Discrepancy: Payment Not Received

[Your Name]
[Your Position, if applicable]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position, if applicable]
[Recipient's Company Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Account Discrepancy – Payment Not Received

Dear [Recipient's Name],

I am writing to bring to your attention a discrepancy in our account records concerning a payment that, according to our files, has not been received as of [date]. Our records indicate that invoice number **[Invoice Number]**, dated **[Invoice Date]**, with an amount of **[Invoice Amount]**, remains outstanding.

To date, we have not received payment for this invoice. Please find attached copies of the invoice and our account statement for your reference. If payment has already been made, kindly provide us with the payment details, including the date, transaction reference, and method of payment, to help us reconcile our records accordingly.

If the payment is still pending, we kindly ask that the amount be remitted at your earliest convenience or let us know if there are any issues preventing payment so we can address them promptly.

We value our business relationship and would like to resolve this matter as soon as possible. Should you have any questions or require further documentation, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company Name]