Date:

To:

Name of the recipient:

From:

Name of the sender

**Subject: fault in the payment for [ABC]**

Respected Sir,

Most respectfully, it is stated that I am Mr. ABC, manager of Silk Store. This letter is being written to you to inform you that the payment of 1000$ that was received by you on 16th March 20XX, is incorrect.

The actual amount that you were supposed to pay to the store against your purchase was 1100$. It is humbly requested that please repay the additional amount that is missing. Or you can also adjust the outstanding money in the next payment.

I hope that you will respond to this letter promptly. In addition, please let us know what needful the company can do for you.

Thanking you.

Signatures

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