[Name of Recipient]

[Address of Recipient]

Date:

**Subject: [Write in bold letters. It must explain the purpose of the letter]**

Dear Mr. / Mrs. [Name of the Recipient],

I would like to confirm that we received from you an amount of $160 for the invoice number [mention Invoice Number]. However, it is my duty to inform you that the total amount of the invoice was $1600. I can realize that it could be due to some error or mistake that is natural to happen.

Since you are one of our most valued customers, we believe that you will take notice of it and try to send us the remaining amount as soon as possible. For your convenience, I have attached to this letter a copy of the original invoice. If you still have further queries or questions, you can contact me via the given below contact details.

Thanks a lot!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]