

# Business Refund Letter for Missing Payment

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

**To:**

[Recipient Name]

[Recipient Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject:** Refund Request for Missing Payment

Dear [Recipient Name],

We are writing to notify you regarding a missing payment associated with Invoice #\*[Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount]. According to our records, we have not received the payment that was due on [Due Date].

We kindly request that you review your records and provide us with confirmation of payment if it has already been made. If the payment has not yet been processed, we would appreciate your prompt attention to this matter.

Attached are copies of the invoice and statement of account for your reference. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your immediate attention to this matter. We value our business relationship and look forward to resolving this issue promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

**Important Notes:**

- Include all pertinent details such as invoice number, date, and amount.
- Attach relevant documents to support your claim.
- Remain professional and courteous in your communication.
- Follow up if there is no response within a reasonable timeframe.
- Keep a copy of all correspondence for your records.