

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Company
Address Line 2
City, State Zip Code

Date

Name
Address Line
City, State Zip Code

Re: Request for Clarification in Applying Payment

Dear :

We received your monthly payment of \$Amount. Currently, you have two accounts at our store. Please contact me in order to clarify which account should receive this payment.

Sincerely,

N A M E