

Provisional Collection Letter

Subject: Pending Invoice [Invoice Number] – Action Required

Dear [Client Name],

We understand there may be a discrepancy regarding Invoice [Invoice Number] for [Amount]. While we investigate, we request that you review your records and provide any supporting documentation. Timely communication will help us resolve this matter quickly and amicably. We appreciate your cooperation and attention.

Kind regards,

[Your Name]

[Position]

[Company Name]

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