

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies we have noticed on invoice #[Invoice Number] dated [Invoice Date].

Specifically, we have identified the following issues:

- [Description of discrepancy 1]
- [Description of discrepancy 2]
- [Description of discrepancy 3]

We would appreciate it if you could provide clarification regarding these discrepancies at your earliest convenience. This will help us ensure that our records accurately reflect the transactions between our companies.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]