

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supplier's Name]  
[Supplier's Position]  
[Supplier's Company]  
[Supplier's Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to bring to your attention some unresolved billing discrepancies we have encountered regarding our recent transactions.

Upon reviewing our records, we noticed the following discrepancies:

- Invoice Number: [Invoice Number] - Amount charged: [Charged Amount] vs. Expected Amount: [Expected Amount]
- Invoice Number: [Invoice Number] - Amount charged: [Charged Amount] vs. Expected Amount: [Expected Amount]

We kindly request your assistance in reviewing these discrepancies and providing clarification at your earliest convenience. It is important for us to resolve these issues promptly to ensure an accurate billing process.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]