

# Shipping Invoice Error Clarification Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding the shipping invoice dated [Invoice Date] for the order number [Order Number].

Upon reviewing the invoice, I noticed a discrepancy in [Specify Error, e.g., the quantity, pricing, or description of items]. The details are as follows:

- **Item:** [Item Description]
- **Quantity on Invoice:** [Quantity]
- **Correct Quantity:** [Correct Quantity]
- **Price Discrepancy:** [Price]

I kindly request your assistance in clarifying this error and providing a corrected invoice at your earliest convenience. Please let me know if you require further details or documentation from my end to resolve this matter.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]