

Letter Template for Negotiating Supplier Invoice Settlement

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss the recent invoice #[Invoice Number] dated [Invoice Date], which amounts to [Invoice Amount]. After reviewing the details, I would like to discuss some aspects of the invoice that I believe warrant further consideration.

I appreciate the quality of service and products provided by your company. However, we have encountered some discrepancies that I would like to clarify:

- [Discrepancy 1 Description]
- [Discrepancy 2 Description]

Given the current situation, I am proposing [your proposal, e.g., a revised payment amount, an extended payment period, etc.]. This adjustment would allow us to continue our collaboration effectively while also ensuring that we can maintain our budgetary constraints.

I hope we can work together to resolve this matter amicably. Please let me know a suitable time for us to discuss this further. I appreciate your understanding and support.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]