

# Shipping Invoice Discrepancy Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I'm writing to address a discrepancy we encountered in the shipping invoice dated [Insert Invoice Date] for invoice number [Insert Invoice Number].

Upon review, we noticed that the total billed amount of [Insert Amount] does not align with our records. The differences can be attributed to the following reasons:

- Incorrect item quantities listed on the invoice.
- Pricing errors on specific items.
- Missing items that were included in the original order.

We have attached supporting documentation for your review. We kindly ask you to look into this matter and provide clarification at your earliest convenience. Once we resolve this discrepancy, we will proceed with the payment promptly.

Thank you for your attention to this matter. We value our partnership and look forward to your swift response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]