

Consulting Billing Inquiry

Date: [Insert Date]

[Your Name] [Your Title] [Your Company] [Your Address] [City, State, Zip] [Email Address]
[Phone Number]

[Recipient Name] [Recipient Title] [Recipient Company] [Recipient Address] [City, State, Zip]

Subject: Inquiry Regarding Billing Discrepancy

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have found in the most recent invoice (# [Invoice Number]) dated [Invoice Date], which we received for consulting services rendered.

Upon reviewing the invoice, I noticed that the billed amount of [Billed Amount] does not match our agreed-upon rate or the services outlined in our contract/engagement letter. The details of the discrepancy are as follows:

- Discrepancy Description 1
- Discrepancy Description 2

We appreciate your prompt attention to this matter, and I kindly request a review of the invoice at your earliest convenience. Please let me know if you require any further information or documentation to assist in your review.

Thank you for your cooperation. I look forward to your prompt response.

Sincerely,

[Your Name] [Your Title] [Your Company]