

Your Company Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Demand for Explanation of Invoice Discrepancies

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies noted in the recent invoice(s) received from your company, specifically Invoice #[Invoice Number], dated [Invoice Date].

Upon review, we have identified the following discrepancies:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

Please provide a detailed explanation regarding these discrepancies by [insert deadline, e.g., "within 14 days of receiving this letter"] to help us resolve these issues promptly. Your cooperation in this matter is greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]