

Request for Explanation of Invoice Discrepancies

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding discrepancies we have identified in invoice number [Insert Invoice Number] dated [Insert Invoice Date].

Upon review, we noticed the following issues:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

We kindly ask for your assistance in resolving these discrepancies at your earliest convenience. Please provide an explanation or correction for each noted item.

Thank you for your prompt attention to this matter. We appreciate your cooperation and look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]