

Vendor Pricing Discrepancy Query

To: [Vendor Name]

Date: [Date]

Dear [Vendor Contact Name],

I hope this message finds you well. We are writing to bring to your attention a discrepancy we have noticed regarding the pricing of the products listed on our recent invoice (**Invoice Number:** [Invoice Number]).

Upon reviewing the invoice, we found that the prices for the following items differ from the agreed-upon rates:

- Item Name 1 - Invoice Price: [Invoice Price], Contract Price: [Contract Price]
- Item Name 2 - Invoice Price: [Invoice Price], Contract Price: [Contract Price]
- Item Name 3 - Invoice Price: [Invoice Price], Contract Price: [Contract Price]

We would appreciate it if you could provide clarification regarding these discrepancies at your earliest convenience. Should you require any further information to assist in this matter, please do not hesitate to contact us.

Thank you for your prompt attention to this issue. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]