

# Invoice Discrepancy Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to bring to your attention a discrepancy we have noticed regarding invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing the invoice, we have found the following discrepancies:

- **Item:** [Item Description] - **Discrepancy:** [Explain Discrepancy]
- **Item:** [Item Description] - **Discrepancy:** [Explain Discrepancy]

We kindly request that you review this matter at your earliest convenience. Please provide us with the corrected invoice or any necessary documentation to resolve the discrepancies listed above.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]