

Invoice Error Resolution Request

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention an error in the invoice [Invoice Number] dated [Invoice Date], which I recently received.

During my review of the invoice, I noticed the following discrepancy:

- [Describe the specific error, e.g., incorrect amount, missing item, etc.]

To assist in the resolution, I have attached copies of the relevant documents for your reference.

I kindly request that you review the invoice and make the necessary corrections. Please let me know if you need any additional information to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]