

Invoice Verification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request verification of invoice #[Invoice Number], dated [Invoice Date], which was submitted for payment on [Submission Date].

Upon review, I have noticed some discrepancies that require clarification:

- Discrepancy 1: [Brief description of discrepancy]
- Discrepancy 2: [Brief description of discrepancy]
- Discrepancy 3: [Brief description of discrepancy]

To ensure that all records are accurate and up-to-date, I would appreciate it if you could review the attached invoice and provide clarification at your earliest convenience.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]