

Request for New Invoice Version

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revised version of the invoice [Invoice Number] dated [Invoice Date].

Upon reviewing the invoice, I noticed some discrepancies that need to be addressed in order to align with our previously agreed terms.

Specifically, the issues are as follows:

- [Detail of issue 1]
- [Detail of issue 2]
- [Detail of issue 3]

In light of these discrepancies, I kindly ask that you issue a new version of the invoice at your earliest convenience. This will help us to ensure accurate records and timely processing on our end.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]