

Subject: Inquiry Regarding Invoice Discrepancies

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies we have noticed in the recent invoice (Invoice Number: [Invoice Number]) dated [Invoice Date].

Upon reviewing the invoice, we have identified the following issues:

- Item [Item Description] - Quantity charged does not match the quantity received.
- Item [Item Description] - Incorrect pricing listed.
- Additional charges listed that were not agreed upon.

We would appreciate it if you could provide clarification on these matters at your earliest convenience. Please let us know if you require any further information from our side.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]