

# Invoice Detail Verification Request

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[Email Address]

Date: [Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request verification of the details regarding Invoice #[Invoice Number], dated [Invoice Date]. We have noticed some discrepancies and would appreciate your assistance in clarifying the following items:

- Item Description: [Description]
- Quantity: [Quantity]
- Unit Price: [Price]
- Total Amount: [Amount]

Please respond at your earliest convenience, as it is crucial for our records and ongoing business relationship.

Thank you for your attention to this matter. If you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]