

Invoice Discrepancy Explanation

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to address a discrepancy we have noted on the recent invoice number [Insert Invoice Number] dated [Insert Invoice Date].

Upon reviewing the invoice, we noticed [brief explanation of the discrepancy, e.g., an incorrect charge, missing services, etc.].

To ensure smooth processing of payments, we kindly ask for your assistance in clarifying this issue. We believe that the correct amount due should be [insert correct amount or detail].

Thank you for your attention to this matter. We look forward to your prompt response so that we can resolve this discrepancy quickly.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]