

Invoice Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Resolution of Invoice Misunderstanding

I hope this letter finds you well. I am writing to address a misunderstanding regarding invoice #[Invoice Number] dated [Invoice Date]. We have reviewed the details and would like to clarify the discrepancies noted.

Upon our review, it appears that [briefly explain the specific misunderstanding, e.g., overcharges, missing items, etc.]. We take pride in our commitment to transparency, and we appreciate your attention to this matter.

To resolve this issue, we propose the following steps:

- [Solution 1: e.g., adjustment of charges]
- [Solution 2: e.g., reissuing the invoice]

We kindly request your acknowledgment of this resolution by [insert deadline]. Should you have any further questions, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter. We value your partnership and look forward to resolving this promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]