

# Invoice Discrepancy Inquiry

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed in the invoice [Invoice Number] dated [Invoice Date].

Upon reviewing the details, I found that [explain the discrepancy, e.g., the amount charged does not match the agreed-upon terms, missing items, etc.]. To help resolve this matter, I have attached the relevant documents for your reference.

Could you please provide clarification regarding this issue at your earliest convenience? I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]