

Vendor Billing Error Clarification

Date: [Date]

To: [Vendor Name]

Address: [Vendor Address]

From: [Your Name]

Company: [Your Company]

Address: [Your Company Address]

Subject: Clarification Request Regarding Billing Error

Dear [Vendor Name],

I hope this message finds you well. I am writing to you regarding an inconsistency we have noticed in the recent invoice [Invoice Number] received on [Invoice Date]. Upon reviewing the charges, we have identified a potential error that requires clarification.

[Briefly describe the billing error and any relevant details, such as incorrect amounts, charges for unreceived goods, etc.]

We would appreciate your assistance in rectifying this issue at your earliest convenience. Please let us know if you need any further information from our end to expedite this process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]