

# Vendor Invoice Discrepancy Adjustment Proposal

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to address a discrepancy we have identified in your recent invoice, [Invoice Number], dated [Invoice Date].

Upon reviewing the invoice, we found the following discrepancies:

- Item Description: [Item 1 Description] - Expected Amount: [Expected Amount], Billed Amount: [Billed Amount]
- Item Description: [Item 2 Description] - Expected Amount: [Expected Amount], Billed Amount: [Billed Amount]

To resolve this matter, we propose the following adjustments:

1. Adjust the billed amount for [Item 1 Description] to [Proposed Amount].
2. Adjust the billed amount for [Item 2 Description] to [Proposed Amount].

We believe these adjustments accurately reflect the services/products provided and are in line with our agreement. We kindly ask for your review and confirmation of these adjustments at your earliest convenience.

If you have any questions or require further information, please feel free to contact us at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]