

# Vendor Invoice Review and Correction

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company's Name]

Subject: Invoice Review and Request for Corrections

Dear [Vendor's Contact Name],

Thank you for your recent invoice # [Invoice Number], dated [Invoice Date]. After reviewing the document, we have identified some discrepancies that require correction before we can proceed with payment.

- **Discrepancy 1:** [Brief description of discrepancy]
- **Discrepancy 2:** [Brief description of discrepancy]
- **Discrepancy 3:** [Brief description of discrepancy]

Please review the above issues and resend an updated invoice at your earliest convenience. We appreciate your prompt attention to this matter as it will help ensure timely processing of your payment.

If you have any questions or need further clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Company Address]

[Your Phone Number]

[Your Email Address]