Vendor Invoice Validation Request

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Invoice Validation Request for Invoice #[Invoice Number]

Dear [Vendor Name],

We hope this message finds you well. We are writing to request validation for the invoice #[Invoice Number] dated [Invoice Date], which we received on [Received Date].

Upon review, we noticed a few discrepancies that need clarification:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

We kindly ask you to review these points and provide additional documentation or clarification at your earliest convenience. Ensuring accurate records is important to both parties.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]