

# Supplier Billing Discrepancies Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to inform you of some discrepancies we have identified in your recent billing statements. We appreciate your partnership and want to resolve these issues promptly to maintain our positive working relationship.

## Discrepancies Details:

- Invoice Number: [Insert Invoice Number] - Amount Charged: [Insert Amount], Expected Amount: [Insert Expected Amount]
- Invoice Number: [Insert Invoice Number] - Amount Charged: [Insert Amount], Expected Amount: [Insert Expected Amount]
- Invoice Number: [Insert Invoice Number] - Amount Charged: [Insert Amount], Expected Amount: [Insert Expected Amount]

We kindly request that you review the above discrepancies at your earliest convenience and provide us with clarification or corrections as needed. It would also be helpful if you could send us revised invoices reflecting the accurate amounts.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further details.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]