

Billing Error Resolution

Supplier Name: [Supplier Name]

Invoice Number: [Invoice Number]

Date: [Date]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to bring to your attention a discrepancy we encountered with invoice number [Invoice Number], dated [Invoice Date].

Upon review, we noticed the following errors:

- [Error Description 1]
- [Error Description 2]
- [Error Description 3]

We kindly request your assistance in resolving these issues. Please provide the corrected invoice at your earliest convenience to ensure prompt payment.

Should you need any further details to assist in this matter, please feel free to reach out to us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]