

# Supplier Billing Issue Investigation

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Investigation of Billing Discrepancies

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to bring to your attention an issue we have encountered regarding our recent billing statement.

Upon reviewing our records, we noticed discrepancies related to the invoices dated [Insert Invoice Dates]. Specifically, we have identified the following issues:

- Invoice # [Insert Invoice Number] - [Description of the issue]
- Invoice # [Insert Invoice Number] - [Description of the issue]
- Invoice # [Insert Invoice Number] - [Description of the issue]

We would appreciate it if you could review these discrepancies at your earliest convenience. Please provide us with the corrected invoices or any supporting documentation that could clarify these issues.

If necessary, we are available for a call or meeting to discuss this matter in further detail. Thank you for your prompt attention to this matter, and we look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]