

Supplier Invoice Adjustment Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip]

Attention: [Supplier Contact Person]

Dear [Supplier's Name],

I hope this message finds you well. We are writing to request an adjustment to invoice #[Invoice Number], dated [Invoice Date] for [Description of Goods/Services].

Upon review of the invoice, we have identified the following discrepancies:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

We kindly ask that you review these discrepancies and provide an adjusted invoice at your earliest convenience. Attached you will find supporting documents for your reference.

Thank you for your prompt attention to this matter. Please let us know if you require any further information.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Your Email Address]

[Your Phone Number]