

Letter of Invoice Mismatch Correction

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to bring to your attention a discrepancy we have identified in the recent invoice submitted by your company.

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Upon reviewing the invoice, we noticed the following mismatch:

- Item Description: [Incorrect Item Description]
- Quantity Billed: [Incorrect Quantity]
- Agreed Price: [Correct Price]

We kindly ask you to review the enclosed documentation and issue a corrected invoice reflecting the agreed terms.

Thank you for your prompt attention to this matter. Should you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]