

Inquiry for Revised Invoice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a revised invoice for [Invoice Number or Description of Services]. Upon reviewing the original invoice, I noticed some discrepancies that need clarification.

Specifically, I would like to address the following items:

- [Detail of discrepancy 1]
- [Detail of discrepancy 2]
- [Detail of discrepancy 3]

Could you please provide a revised invoice at your earliest convenience? If you require any further information from my side to facilitate this process, please do not hesitate to ask.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]