

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an accurate invoice for our recent transaction dated [Transaction Date]. It has come to my attention that the invoice we received does not reflect the agreed-upon terms.

To ensure our records are correct, I kindly ask that you review and send a revised invoice at your earliest convenience.

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

Sincerely,

[Your Name]