

# Subcontractor Invoice Revision Request

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request a revision of the invoice submitted on [Invoice Date], which is labeled as [Invoice Number].

The following discrepancies have been identified:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

In light of these issues, I kindly ask that you review the invoice and provide a revised version at your earliest convenience. If you require any further information or clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]