

Your Name  
Your Position  
Your Company  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Position  
Recipient's Company  
Recipient's Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address some discrepancies we have encountered regarding the recent invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing the invoice, we noticed the following anomalies:

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

We would appreciate it if you could provide clarification on these issues at your earliest convenience. This will help us ensure that all records are accurate and up to date.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]