

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 address a discrepancy I have found in Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, I noticed the following issues:

- [Describe the first discrepancy]
- [Describe the second discrepancy, if applicable]
- [Describe any additional discrepancies]

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

Sincerely,  
[Your Name]