

Financial Reconciliation for Contested Invoices

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

Subject: Financial Reconciliation for Contested Invoices

We are writing to address the discrepancies noted in the invoices submitted by your department for the period of [Insert Period]. After conducting a thorough review, we have identified specific areas of concern regarding the contested invoices listed below:

- Invoice Number: [Insert Invoice Number] - Amount: [Insert Amount]
- Invoice Number: [Insert Invoice Number] - Amount: [Insert Amount]
- Invoice Number: [Insert Invoice Number] - Amount: [Insert Amount]

We kindly request a reconciliation of these invoices to clarify the discrepancies. Please provide us with any relevant backup documentation that supports the charges above by [Insert Deadline Date]. This will enable us to resolve the matter promptly.

We appreciate your immediate attention to this issue and look forward to your cooperation in resolving the contested amounts.

If you have any questions or require further information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip]