

[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]

Subject: Follow-Up on Tax Invoice Discrepancies

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the recent tax invoice discrepancies we discussed earlier regarding invoice #[Invoice Number]. We noticed some inconsistencies in the amounts charged and would like to clarify a few details.

Specifically, we observed the following discrepancies:

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

We would appreciate your assistance in reviewing these issues at your earliest convenience. If you require additional documentation or information from our side to aid in your review, please do not hesitate to contact me.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]