

[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 hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed regarding the tax invoice [Invoice Number] dated [Invoice Date]. Upon review, I found that the details do not align with my records.

The specific issues I have identified include:

- [Detail of the mismatch 1]
- [Detail of the mismatch 2]
- [Detail of the mismatch 3]

Could you please investigate this matter and provide clarification or a corrected invoice at your earliest convenience? Your prompt attention to this issue would be greatly appreciated as it is crucial for my accounting records.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]