

Tax Invoice Inconsistency Alert

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to bring to your attention an inconsistency found in the tax invoice submitted for [Invoice Number or Reference].

Details of the inconsistency:

- Invoice Amount: [Insert Amount]
- Tax Rate Applied: [Insert Rate]
- Discrepancy: [Explain the discrepancy briefly]

To ensure accurate record-keeping and compliance, we kindly ask you to review the invoice and provide clarification or an updated version by [Insert Deadline].

Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]