

Invoice Error Notification

Dear [Recipient's Name],

We hope this message finds you well. We would like to bring to your attention an error related to invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing our records, we noticed the following discrepancies:

- Item description mismatch: [Details]
- Incorrect quantity: [Details]
- Pricing error: [Details]

We kindly request your assistance in rectifying these issues at your earliest convenience. Please find the attached documents for your reference.

Should you require any further information, feel free to reach out to us at [Your Contact Information]. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]