

Pricing Discrepancies Clarification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a clarification regarding the pricing discrepancies we noticed in our recent transaction dated [insert transaction date].

Upon reviewing the invoice #[insert invoice number], we observed that the pricing on [insert specific item or service] does not align with the agreed-upon rates discussed on [insert date of agreement]. The details are as follows:

- **Item/Service:** [Insert Item/Service Name]
- **Agreed Price:** \$[Insert Agreed Price]
- **Billed Price:** \$[Insert Billed Price]
- **Discrepancy Amount:** \$[Insert Discrepancy Amount]

We kindly request your assistance in resolving this matter at your earliest convenience. Please let us know if there are any misunderstandings or if additional information is required from our side.

Thank you for your prompt attention to this issue. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]