

Pricing Discrepancy Adjustment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's 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 in the pricing of our recent transaction dated [Insert Transaction Date].

Upon reviewing the invoice [Invoice Number], I noticed that the price charged for [Product/Service Description] was [Incorrect Price] instead of the agreed price of [Correct Price]. This discrepancy amounts to [Adjustment Amount].

We value our business relationship and are committed to providing accurate billing. Therefore, I kindly request an adjustment be made to rectify this pricing error. Enclosed with this letter are copies of the relevant documents for your reference.

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this discrepancy swiftly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]