

Pricing Reconciliation Request

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reconciliation of our pricing records for the recent transactions between our companies. We have noticed some discrepancies that we believe require clarification.

Details of the discrepancies are as follows:

- Invoice Number: [Insert Invoice Number]
- Date of Transaction: [Insert Date]
- Goods/Services Provided: [Insert Description]
- Discrepancy Amount: [Insert Amount]

We value our partnership and want to ensure that our records align accurately. Therefore, we would appreciate your prompt attention to this matter. Please provide us with the necessary information at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]