

Invoice Reconciliation Issue

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Invoice Reconciliation Issue - Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address an issue regarding the reconciliation of invoice #[Invoice Number], dated [Invoice Date].

Upon reviewing the records, I noticed some discrepancies concerning the amounts billed and the services rendered:

- **Item Description:** [Item Description]
- **Billed Amount:** [Billed Amount]
- **Expected Amount:** [Expected Amount]

I would appreciate it if you could review the details of the invoice at your earliest convenience. Please let me know if additional information is needed from my side to resolve this matter promptly.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]