

# Follow-up on Billing Discrepancy

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-up on Billing Discrepancy

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the billing discrepancy identified on [insert date of the original communication]. The details of the issue are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Discrepancy Amount:** [Insert Amount]
- **Description of Discrepancy:** [Insert Description]

We have not yet received a response from your team, and I would appreciate your attention to this matter at your earliest convenience. Please let me know if you require any further information to assist in resolving this issue.

Thank you for your prompt attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]