

# Billing Discrepancy Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. We are writing to bring to your attention a discrepancy we have noticed in our recent billing statement dated [Insert Billing Date].

Upon reviewing the invoice #[Insert Invoice Number], we found the following inconsistency:

- Description of the issue (e.g., incorrect amount, missing charges, etc.).

We kindly request your assistance in resolving this matter. Please review the attached documentation for clarity. We value our relationship and appreciate your prompt attention to this issue.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for your attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]