

# Billing Discrepancy Review

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Review of Billing Discrepancy

Dear [Recipient Name],

We are writing to bring to your attention a discrepancy that has been identified during our recent audit of our billing records. We have noted inconsistencies that require further investigation to ensure accuracy and compliance.

Details of the discrepancy are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Billing Period:** [Insert Billing Period]
- **Discrepancy Description:** [Insert Description of Discrepancy]
- **Amount in Dispute:** [Insert Amount]

We kindly request your assistance in reviewing the details and providing clarification or corrections as necessary. Supporting documentation related to the disputed invoice is also appreciated.

Please reply by [Insert Response Deadline] to ensure timely resolution of this matter.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]