

Invoice Reconciliation Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Invoice Reconciliation for Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reconciliation of the invoices for the recent transactions between our organizations.

We have reviewed our records and noticed a discrepancy regarding Invoice #[Invoice Number], which was issued on [Issue Date]. The details are as follows:

- **Invoice Amount:** \$[Amount]
- **Paid Amount:** \$[Amount]
- **Outstanding Amount:** \$[Amount]

We would appreciate it if you could review the attached documentation and confirm the amounts at your earliest convenience. If there are any discrepancies, please let us know so we can resolve them promptly.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]