

Letter of Demand for Invoice Rectification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Demand for Invoice Rectification

I hope this message finds you well. I am writing to formally request a rectification of Invoice #[Invoice Number], dated [Invoice Date], which I believe contains inaccuracies.

The discrepancies are as follows:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Add any additional discrepancies]

In light of these issues, I kindly ask that you review the invoice and provide a corrected version by [specific date, if applicable]. Failure to rectify these discrepancies may lead to further action on my part.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]