

Formal Notice for Invoice Inconsistency

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally address an inconsistency identified in the invoice (# [Invoice Number]) dated [Invoice Date], which was sent on [Send Date].

Upon reviewing the invoice, we noticed the following discrepancies:

- [Describe the first inconsistency]
- [Describe the second inconsistency]
- [Add additional items as necessary]

We kindly request your urgent attention to this matter. Please provide a corrected invoice or any necessary clarifications by [Specify a deadline].

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]