

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Subject: Inquiry Regarding Invoice Error - Invoice # [Invoice Number]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an error that I have noticed in Invoice # [Invoice Number] dated [Invoice Date].

Upon reviewing the invoice, it appears that [describe the error, e.g., an incorrect amount, missing items, etc.]. I kindly request your assistance in clarifying this matter to ensure accurate records on both sides.

Please let me know if you need any further information from my side to resolve this issue. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]