

Notification of Invoice Discrepancy

Dear [Recipient's Name],

We hope this message finds you well.

We are writing to inform you of a discrepancy we have identified regarding invoice #[Invoice Number], dated [Invoice Date].

Upon review, it appears that [brief description of the discrepancy, e.g., "the amount charged does not match the agreed terms."].

We kindly request your assistance in resolving this matter. Please review the attached documents and provide us with clarification at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]