

# Request for Supplier Invoice Correction

**Date:** [Insert Date]

**To:** [Supplier Name]

**Address:** [Supplier Address]

**From:** [Your Name]

**Company:** [Your Company Name]

**Address:** [Your Company Address]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

Dear [Supplier Name],

I hope this message finds you well. I am writing to request a correction regarding Invoice #[Invoice Number] dated [Invoice Date]. Upon review, we noticed discrepancies in the invoice details that need to be addressed:

- [Describe the specific issue or error]
- [Provide any relevant details, e.g., incorrect amounts, missing items]

Please provide a corrected invoice at your earliest convenience to ensure timely processing on our end. If you require any further information to facilitate this correction, do not hesitate to contact me.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]