

# Response to Invoice #[Invoice Number]

Date: [Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to address the invoice #[Invoice Number] received on [Invoice Date]. Upon review, we noticed some discrepancies that need clarification.

Specifically, the following issues were identified:

- Item [Description] was billed for [Incorrect Amount] instead of [Correct Amount].
- Service charges for [Service Description] were not included in the invoice.
- Incorrect purchase order number listed as [Incorrect PO Number].

We kindly request a revision of the invoice to reflect the correct amounts and details. Please send the updated invoice at your earliest convenience so we can proceed with the payment.

Thank you for your attention to this matter. We appreciate your continued partnership and look forward to resolving this promptly.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]