

Inquiry Regarding Incorrect Invoice Details

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies in the invoice we received dated [Insert Invoice Date], with Invoice Number [Insert Invoice Number].

Upon reviewing the invoice details, we noticed the following issues:

- [Issue 1: Describe the discrepancy]
- [Issue 2: Describe the discrepancy]
- [Issue 3: Describe the discrepancy]

We kindly ask you to review these details and provide us with a revised invoice at your earliest convenience. Your assistance in resolving this matter is greatly appreciated.

Thank you for your attention to this issue. Should you require any further information, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]