

Invoice Adjustment Request

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Person],

We hope this message finds you well. We are writing to formally request an adjustment regarding Invoice #[Invoice Number], dated [Invoice Date], due to [brief description of the reason for adjustment, e.g., discrepancies in billing, incorrect quantities, pricing errors, etc.].

After reviewing the invoice, we have identified the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We kindly ask you to review the attached documentation regarding the discrepancies and provide us with an updated invoice reflecting the necessary adjustments at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]