

# Supplier Billing Error Explanation

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Explanation of Billing Error

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to bring to your attention a billing error that we noticed on our recent invoice [Invoice Number] dated [Invoice Date].

Upon reviewing the invoice, we found that [explain the error, e.g., "the quantity of items billed exceeds the order placed" or "the price per unit does not match our agreed terms"]. This discrepancy has resulted in an inaccurate total amount due.

To rectify this issue, we kindly request a revised invoice reflecting the correct amounts. We believe this will help us maintain accurate records and ensure timely payments.

We appreciate your prompt attention to this matter and look forward to resolving this issue quickly. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]