

Supplier Invoice Discrepancy Notification

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

Subject: Notification of Invoice Discrepancy - Invoice #[Invoice Number]

We hope this message finds you well. We are writing to bring to your attention a discrepancy we have noted with the recent invoice you submitted dated [Invoice Date] for [Description of Goods/Services].

Upon reviewing the invoice, we observed the following issues:

- Discrepancy in quantities billed: [Details]
- Incorrect pricing: [Details]
- Missing documentation: [Details]

We kindly request that you review the attached documentation for more details regarding these discrepancies. Please respond by [Response Deadline] to help us resolve this issue promptly.

Thank you for your attention to this matter. We appreciate your cooperation and look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]