

# Invoice Discrepancy Explanation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Invoice Number: [Insert Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed regarding the invoice number [Insert Invoice Number] dated [Insert Invoice Date].

Upon reviewing the invoice, I noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

I kindly request that we address these discrepancies at your earliest convenience. If you need any further information or documentation to assist with this matter, please do not hesitate to reach out.

Thank you for your prompt attention to this issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]