

Vendor Charge Correction Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to request a correction regarding a charge on our recent invoice [Invoice Number] dated [Invoice Date]. Upon review, we have identified a discrepancy that requires your immediate attention.

The details of the charge in question are as follows:

- Item/Service Description: [Description]
- Charged Amount: [Charged Amount]
- Correct Amount: [Correct Amount]

We believe that this discrepancy arose due to [brief explanation of the issue]. We kindly ask that you review this matter and issue a correction at your earliest convenience.

Thank you for your attention to this matter. Please feel free to reach out if you need any further information or documentation to assist in the correction process.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]