

Vendor Charge Discrepancy Notification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to bring to your attention a discrepancy we have noticed regarding the charges listed on the recent invoice [Invoice Number].

Upon review, we found that the total amount charged is [Discrepancy Amount] higher/lower than expected, as per our agreement dated [Agreement Date]. Below are the details of the discrepancy:

- Discrepancy Description: [Description]
- Expected Amount: [Expected Amount]
- Invoiced Amount: [Invoiced Amount]

We would appreciate your prompt attention to this matter. Please review your records and provide clarification on the discrepancy at your earliest convenience. Should you require any further information or documentation from our side, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]