

# Discrepancies in Invoicing Resolution

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to address some discrepancies related to the recent invoices submitted for payment. Upon review, we have identified several areas that require clarification.

## Discrepancies Noted:

- Invoice #[Insert Invoice Number]: Description of the discrepancy.
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We kindly request that you review the discrepancies listed above and provide clarification or necessary adjustments by [Insert Deadline]. This will allow us to process the invoices promptly and prevent any further delays.

Thank you for your attention to this matter. We value our partnership and look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]