Invoice Correction Inquiry

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to address an issue with Invoice #[Invoice Number] dated [Invoice Date], which was issued for [Description of Services Rendered]. Upon reviewing the invoice, I noticed some discrepancies that require correction.

The specific items in question are as follows:

- [Detail of discrepancy 1]
- [Detail of discrepancy 2]
- [Detail of discrepancy 3]

To ensure smooth processing and prompt payment, I kindly request a revision of the invoice at your earliest convenience. If further information is needed or if you would like to discuss this matter, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]