

Invoice Discrepancy Notification

Date: [Insert Date]

Vendor Name: [Vendor's Name]

Vendor Address: [Vendor's Address]

Invoice Number: [Invoice Number]

Dear [Vendor's Contact Name],

We hope this message finds you well. We are writing to bring to your attention a discrepancy we have found in the recent invoice dated [Insert Invoice Date]. After our review, we noticed the following discrepancies:

- Item Description: [Item Description] - Expected Amount: [Expected Amount], Billed Amount: [Billed Amount]
- Item Description: [Item Description] - Expected Amount: [Expected Amount], Billed Amount: [Billed Amount]

We kindly request your assistance in resolving this matter at your earliest convenience. Please review the attached documentation for further details.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]