

Invoice Discrepancy Resolution Request

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Invoice Discrepancy Resolution Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed in the invoice number [Invoice Number] dated [Invoice Date], which was issued by your company.

After reviewing the invoice details against our records, it appears that [briefly describe the discrepancy, e.g., "the amount charged is higher than the agreed contract price" or "the service provided was different from what was invoiced"]. The total amount on the invoice is [Invoice Amount], whereas we believe the correct amount should be [Correct Amount].

We kindly request your assistance in reviewing this matter. Please let us know if you require further information or documentation to facilitate a resolution. We appreciate your prompt attention to this issue and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]