

Invoice Number Discrepancy Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy that we have observed regarding invoice number [Insert Invoice Number].

Upon our recent audit review, we noticed the following discrepancies:

- [Describe Discrepancy 1]
- [Describe Discrepancy 2]
- [Describe Discrepancy 3]

We kindly request your assistance in reviewing the above-mentioned invoice and providing clarification on the noted discrepancies. This will help us ensure accurate record-keeping and compliance on both ends.

Please respond at your earliest convenience so we can resolve this matter promptly.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]