

## **Follow-Up on Invoice Discrepancy**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice #[Invoice Number] that was sent on [Date]. We noticed a discrepancy regarding [describe the specific issue, e.g., amounts, services, etc.].

We would greatly appreciate your assistance in resolving this matter at your earliest convenience. If you need any additional information or clarification, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]