

Invoice Error Resolution Reminder

Dear [Recipient's Name],

I hope this message finds you well. We are writing to remind you about the pending resolution regarding invoice #[Invoice Number], dated [Invoice Date]. It has come to our attention that there may be an error in the billed amount.

We kindly ask you to review the invoice at your earliest convenience and provide us with your feedback or any necessary corrections. Ensuring accurate billing is essential for both our records.

If you have already addressed this issue, please disregard this reminder, and we appreciate your prompt attention to the matter. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]