

Invoice Adjustment Inquiry

Date: [Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Recipient's Email]

Phone: [Recipient's Phone]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about an adjustment on Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, I noticed a discrepancy regarding [specific details of the discrepancy].

Could you please provide clarification on this matter? If any adjustments are needed, we would appreciate your guidance on how to proceed. Additionally, if there are any supporting documents that I may need to review, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone]