

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous communication regarding the correction of Invoice #[Invoice Number] dated [Invoice Date].

As we discussed, the initial invoice contained the following discrepancies:

- [Detail of Discrepancy 1]
- [Detail of Discrepancy 2]
- [Detail of Discrepancy 3]

We kindly request confirmation that the necessary corrections have been made or an update on the status of this matter. It is important for us to ensure that our records are accurate and up to date.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]