

Invoice Discrepancy Inquiry

From: **[Your Name]**
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Date]

To: **[Recipient's Name]**
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy found in invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed that [describe the discrepancy, e.g., "the billed amount does not match the agreed terms" or "the quantity of goods/services appears to be incorrect"].

For your reference, I have attached a copy of the invoice and relevant documents regarding the order.

I would appreciate it if you could review this matter at your earliest convenience and provide clarification on the discrepancy. Should you need any further information from my end, please do not hesitate to reach out.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company]