

# Invoice Dispute Clarification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Subject: Clarification of Invoice Dispute Regarding Missing Items

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a discrepancy related to Invoice #[Insert Invoice Number] dated [Insert Invoice Date]. Upon our review, we noticed that several items that were expected as part of the shipment were missing.

Details of the missing items are as follows:

- Item 1: [Description, Quantity, Item Number]
- Item 2: [Description, Quantity, Item Number]
- Item 3: [Description, Quantity, Item Number]

We kindly request your assistance in clarifying this matter. Please provide us with the necessary information regarding the shipment of the missing items, or if there was an oversight in the invoice documentation.

We value our business relationship and appreciate your prompt attention to this issue. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] for any further discussion.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email]