

Invoice Discrepancies Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of discrepancies found in invoice #[Invoice Number] dated [Invoice Date].

The discrepancies identified are as follows:

- Item Description: [Item Description] - [Describe the discrepancy]
- Quantity: [Quantity] - [Describe the discrepancy]
- Price: [Price] - [Describe the discrepancy]

Please review the information and kindly provide clarification or correction at your earliest convenience. If you require any additional documentation, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]