Invoice Pricing Dispute

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a discrepancy I have noticed in Invoice #[Invoice Number], dated [Invoice Date], regarding the total amount billed.

According to my calculations, the totals appear to be mismatched. The breakdown of the charges indicates that the total should be [Correct Total], whereas the invoice shows [Incorrect Total]. I believe this may be an oversight and would appreciate your assistance in reviewing the invoice.

For your reference, I have attached the documentation outlining the correct pricing and calculations.

I kindly request that you investigate this matter and provide clarification at your earliest convenience. Should you need any further details from my side, 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]

[Your Contact Information]