

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy we have noticed concerning Invoice #[Invoice Number], dated [Invoice Date].

Upon reviewing the invoice, we found that [describe the specific discrepancy, e.g., an incorrect amount, missing item, etc.]. The expected amount should be [expected amount or correct details].

We kindly ask that you review this matter at your earliest convenience. If you need any further information on our end to facilitate the correction, please let us know.

Thank you for your attention to this matter. We appreciate your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]