

Resolution for Invoice Queries

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Resolution of Invoice Query

We acknowledge the receipt of your inquiry regarding invoice number [Insert Invoice Number], dated [Insert Invoice Date]. After a thorough review of your queries, we would like to address the following points:

- Issue 1: [Description of Issue 1]
- Issue 2: [Description of Issue 2]
- Issue 3: [Description of Issue 3]

We have taken necessary actions to resolve the issues and have issued a corrected invoice, which is attached for your reference. Kindly review the attached document and let us know if you have any further questions or concerns.

We appreciate your patience and understanding in this matter.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]