

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an amendment to invoice #[Invoice Number] dated [Invoice Date]. After reviewing the invoice, I noticed the following discrepancies:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

I would appreciate it if you could revise the invoice to reflect the correct information. If you require any further documentation or details to process this request, please let me know.

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]