Demand for Updated Invoice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an updated invoice for [specific details about the service/product], dated [insert original invoice date].

Upon reviewing the invoice, I noticed some discrepancies that need to be addressed. Please send me the revised invoice at your earliest convenience, so we can proceed without any delays.

Thank you for your attention to this matter. I look forward to receiving the updated invoice soon.

Sincerely,

[Your Name]