

# Invoice Discrepancy Report

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to bring to your attention a discrepancy found in invoice number [Insert Invoice Number], dated [Insert Invoice Date]. After reviewing the details, we have identified the following issues:

## Discrepancy Details:

- **Description of Item:** [Insert Item Description]
- **Invoice Amount:** [Insert Invoice Amount]
- **Expected Amount:** [Insert Expected Amount]
- **Reason for Discrepancy:** [Insert Reason]

## Attached Documents:

- Copy of the invoice
- Supporting documents (if any)

We kindly ask you to review this issue at your earliest convenience and provide clarification. Please let us know if you require any further information from our side.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]