

Invoice Issue Appeal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the recently issued invoice #[Invoice Number] dated [Invoice Date] that appears to contain discrepancies. Upon reviewing the details, I have identified the following issues:

- [Issue 1: Briefly describe the issue]
- [Issue 2: Briefly describe the issue]
- [Issue 3: Briefly describe the issue]

According to our records, the correct amounts and terms should be as follows:

- [Correct Amount/Detail 1]
- [Correct Amount/Detail 2]
- [Correct Amount/Detail 3]

I kindly request that you review the invoice in question and make the necessary adjustments. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]