

# Letter of Appeal for Invoice Number Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding invoice number [Invoice Number] dated [Invoice Date].

Upon reviewing my records, I noticed some discrepancies that I would like to address. Specifically, [briefly describe the discrepancies or issues you've found].

I would appreciate it if you could provide further details or corrections to this invoice at your earliest convenience.

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

Sincerely,

[Your Name]