

Notification of Invoice Discrepancy

Dear [Recipient's Name],

We hope this message finds you well.

We are writing to inform you of a discrepancy regarding invoice number **[Invoice Number]**. Our records indicate that the amount billed does not match the agreed-upon terms.

Details of the discrepancy are as follows:

- **Invoice Date:** [Invoice Date]
- **Billed Amount:** [Billed Amount]
- **Expected Amount:** [Expected Amount]

We kindly ask that you review the attached documentation and provide clarification at your earliest convenience. Should you need any further information, feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]