

Request for Invoice Validation

Date: [Insert Date]

To: [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 request validation of the recent invoice [Invoice Number] dated [Invoice Date] for the amount of [Invoice Amount].

Upon review, we have noticed some discrepancies that need clarification. We would appreciate it if you could provide us with the necessary documentation and information to assist in the validation process.

Please let me know if you require any further details from my side. Your prompt attention to this matter would be greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]