

Inquiry Regarding Invoice Accuracy

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the accuracy of invoice #[Invoice Number] dated [Invoice Date] that we received on [Date Received].

Upon reviewing the invoice, I noticed some discrepancies that I would like to clarify:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

Could you please provide clarification on these points at your earliest convenience? It would help us ensure timely processing of the invoice and maintain accurate records.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]