

Request for Invoice Revision

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a revision of invoice number [Insert Invoice Number] dated [Insert Invoice Date]. Upon review, I noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Any additional discrepancies]

Could you please provide an updated invoice that reflects these corrections? I appreciate your prompt attention to this matter.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]