

Invoice Balance Discrepancy Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy we have noticed regarding our latest invoice [Invoice Number] dated [Invoice Date].

After reviewing our records, it appears that the balance reflected on the invoice does not align with our accounting reports. Specifically, there seems to be a difference of [discrepancy amount].

We would appreciate it if you could provide clarification on this matter at your earliest convenience. If necessary, we can provide additional documentation to assist in resolving this discrepancy.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]