

# Invoice Discrepancy Notification

Dear [Recipient's Name],

I hope this message finds you well. We are writing to bring to your attention a discrepancy we have noticed in Invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing the invoice, we have identified the following issues:

- **Item Description:** [Description of discrepancy]
- **Amount Discrepancy:** [Discrepancy Amount]
- **Reference Number:** [Reference Number, if applicable]

We would appreciate it if you could review this matter and provide clarification or a corrected invoice at your earliest convenience. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]