

Invoice Review and Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a review and adjustment of Invoice #[Invoice Number] dated [Invoice Date]. Upon careful examination of the details within the invoice, I have noted the following discrepancies:

- [Discrepancy 1: Description]
- [Discrepancy 2: Description]
- [Discrepancy 3: Description]

In light of these findings, I kindly request an adjustment to the invoice. I believe that correcting these discrepancies will reflect a more accurate charge and maintain the integrity of our business relationship.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you need further clarification or additional information.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, Zip Code]