

Invoice Accuracy Verification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request verification of the accuracy of Invoice #[Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount].

Upon reviewing the invoice details, we noticed some discrepancies that require clarification to ensure that both parties are aligned on the charges incurred. Specifically, we would like to confirm the following items:

- [Detail 1]
- [Detail 2]
- [Detail 3]

We appreciate your cooperation in this matter and kindly ask that you provide the necessary documentation or information by [Response Deadline]. This will help us to process the invoice in a timely manner.

Thank you for your attention to this request. Please feel free to reach out if you have any questions or require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]