

Request for Invoice Accuracy Reassessment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reassessment of the accuracy of Invoice #[Insert Invoice Number] dated [Insert Invoice Date]. Upon reviewing the invoice details, I have identified some discrepancies that I believe warrant further investigation.

Specifically, the following issues have come to my attention:

- [Describe discrepancy 1]
- [Describe discrepancy 2]
- [Describe discrepancy 3]

In light of these concerns, I kindly ask that you review the invoice and provide clarification or corrections as necessary. I believe that resolving this matter quickly will be beneficial for both parties.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]