Invoice Review Request

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a review of Invoice #[Invoice Number], dated [Invoice Date], issued for [Description of Services or Goods].

We have encountered some discrepancies that we would like to discuss, specifically regarding [briefly mention the issues, e.g., pricing, quantities, etc.]. We believe it is important to resolve these matters promptly to maintain our ongoing business relationship.

Attached are the relevant documents for your reference. We appreciate your attention to this matter and would love to schedule a call or meeting at your earliest convenience to discuss the invoice in detail.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]