

# Invoice Review Request

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a review and clarification regarding the invoice #[Invoice Number] issued on [Invoice Date]. Upon reviewing the details, I have noticed a few discrepancies that I would like to discuss:

- **Item Description:** [Description]
- **Quantity:** [Quantity]
- **Price:** [Price]

I would appreciate your assistance in providing clarification on these points at your earliest convenience. Please let me know if you need any further information from my side.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]