

Date: [Insert Date]

[Your Name]  
[Your Position/Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient's Position/Title]  
[Supplier/Service Provider Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Complaint Regarding Incorrect Invoice [Invoice Number]

Dear [Recipient Name],

I am writing to formally bring to your attention an error in the invoice (No. [Invoice Number]) dated [Invoice Date], which we received on [Date Received]. Upon reviewing the invoice, we noticed certain discrepancies that require immediate correction:

- [Describe error #1, e.g., Incorrect item quantities, pricing, or billing details]
- [Describe error #2, e.g., Missing items or services]
- [Any additional errors, if applicable]

Kindly review the attached copy of the invoice and verify these discrepancies. We request that you issue a revised and accurate invoice reflecting the correct information at your earliest convenience. Prompt resolution of this matter will help us process payment without further delay and maintain our positive business relationship.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or clarification.

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

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company Name]