

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title or Department]

[Company Name]

[Company Address]

Subject: Invoice Adjustment Request – Payment Terms Disagreement (Invoice #[Insert Invoice Number])

Dear [Recipient Name],

I am writing to formally address a discrepancy concerning the payment terms specified in invoice #[Insert Invoice Number], issued on [Invoice Date]. We value our relationship with [Recipient Company Name] and have always appreciated the professionalism and clarity upheld in our transactions.

Upon reviewing the invoice, we noticed that the payment terms outlined (**[State the Discrepant Terms as Listed]**) do not align with the terms mutually agreed upon in our original contract dated [Date of Agreement] (**[State the Originally Agreed Terms]**).

For your reference, Section [X] of our contract specifies:

"[Quote the relevant contract clause or details regarding payment terms]"

We believe this may have been an unintentional oversight or a misunderstanding during the invoice issuance process. To ensure compliance with our agreement and maintain proper documentation, we respectfully request an adjustment to the invoice to reflect the following revised payment terms:

- **Original Invoice Terms:** [State Original Invoice Terms]
- **Requested Adjusted Terms:** [State Requested/Agreed Payment Terms]

We kindly ask that you issue a corrected invoice reflecting these payment terms. We are prepared to process payment in accordance with the updated invoice upon receipt.

Please let us know if further clarification or documentation is needed from our side. We look forward to resolving this matter promptly and continuing our positive business relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]