

Date: [Insert Date]

[Vendor/Supplier Name]

[Vendor/Supplier Address]

[City, State, ZIP Code]

Subject: Request for Adjustment â€“ Missing Discount on Invoice #[Invoice Number]

Dear [Vendor/Supplier Contact Name],

I hope this message finds you well. I am writing with reference to Invoice #[Invoice Number] dated [Invoice Date], which we recently received from your company.

Upon reviewing the invoice, we noticed that the agreed-upon discount of [discount percentage or amount], as per our agreement dated [Agreement Date/Contract Reference], was not applied. According to our understanding, the discount should have been reflected in the total amount payable.

We kindly request that you review the invoice and issue a revised version that includes the appropriate discount. Attached are relevant documents for your reference.

We appreciate your prompt attention to this matter and look forward to receiving the corrected invoice at your earliest convenience. If you require any additional information to process this adjustment, please let us know.

Thank you for your cooperation. We value our business relationship and look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]