

# Invoice Rejection Letter Sample

Subject: Invoice Rejection Letter

Dear [Supplier's Name],

I hope this letter finds you well. I am writing to inform you that we are unable to accept and process the invoice dated [Invoice Date] for the following reasons:

- 1. Inaccurate Billing Information:** Upon reviewing the invoice, we have identified discrepancies in the billing information provided. The details such as product quantities, unit prices, or discounts do not align with the terms agreed upon in our previous discussions or written agreements.
- 2. Incorrect Calculation:** We have observed errors in the calculation of the total amount due on the invoice. The amounts mentioned for individual line items and the final total do not match our records or the agreed-upon pricing structure.
- 3. Missing Documentation:** The invoice lacks supporting documentation or necessary attachments that are required for verification purposes. These missing documents could include receipts, purchase orders, or any other relevant information that helps validate the charges mentioned.
- 4. Late Submission:** The invoice has been received beyond the agreed-upon deadline for invoice submission. As per our contractual agreement, invoices should be submitted within [number of days] days of service completion, and unfortunately, this deadline has not been met.

We kindly request that you review the invoice in question and make the necessary corrections or amendments to address the issues mentioned above. Once you have revised the invoice, we would appreciate it if you could resend it to us for further processing. If you have any questions or require additional information, please do not hesitate to contact our accounts payable department at [phone number] or [email address].

We value our business relationship and believe that open communication is crucial to resolving any discrepancies promptly. We look forward to your cooperation in rectifying these concerns, allowing us to process the invoice efficiently.

Thank you for your attention to this matter. We appreciate your understanding and prompt action in

resolving the mentioned issues. We remain committed to maintaining a positive working relationship with your company.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]