**Sample Letter to PDE Concerning Incorrect or Insufficient Invoice**

May 1, 2018

Benjamin T. Hanft, Chief

Division of Subsidy Data and Administration

Pennsylvania Department of Education

4th Floor, Harristown 2

Harrisburg, PA 17126-0333

 Re: XYZ Charter School Incorrect or Insufficient Invoice

Dear Mr. Hanft:

We hereby notify you of an incorrect or insufficient invoice submitted by XYZ Charter School. Understanding that PDE has responsibility to review the adequacy of charter school documentation in connection with any charter school request for redirection of subsidy, we believe it important that you be advised of the relevant facts. Accordingly, we enclose a copy of the charter school invoice and our response concerning the incorrect or insufficient invoice.

Thank you for your attention to this important matter.

 Sincerely,