Shipping Invoice Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the shipping invoice #[Invoice Number] dated [Invoice Date] that we received on [Date Received].

Upon reviewing the invoice, we noticed some discrepancies that we would like to discuss:

- Item: [Description of Item 1] - [Clarification Needed]
- Item: [Description of Item 2] - [Clarification Needed]
- Additional Charges: [Description] - [Clarification Needed]

We appreciate your assistance in this matter and look forward to your prompt response so we can process this invoice accordingly.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]