

Dear [Consultant's Name],

I hope this message finds you well. I am writing to inquire about the billing for the recent project, [Project Name], specifically regarding the hours billed.

Upon reviewing the invoice dated [Invoice Date], I noticed a discrepancy in the hours reported for the period of [Date Range]. The total hours billed were [Billed Hours], while my records indicate [Your Recorded Hours].

Could you please provide clarification on this matter? I would appreciate any supporting documentation you can share that details the hours worked during this timeframe.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]