

Consulting Billing Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent billing submitted on [Insert Date]. Upon review of the invoice, I noticed some discrepancies that I believe warrant further discussion regarding our contract terms.

Specifically, I would like to clarify the following items:

- [Detail of discrepancy 1]
- [Detail of discrepancy 2]
- [Detail of discrepancy 3]

Could we schedule a time to discuss this in detail? I am available for a call or meeting at your convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]