

Clarification Letter Regarding Invoice Discrepancy

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Subject: Clarification of Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a discrepancy I noticed in the invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the details, I observed some inaccuracies that need clarification.

Specifically, [describe the discrepancies or inaccurate charges]. This has led to a misunderstanding regarding the amount due.

I would appreciate it if you could review the invoice and provide clarification on the mentioned points. If necessary, I am happy to discuss this matter further either via email or phone.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]