

# Request for Clarification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to request clarification regarding the costs outlined in the recent invoice sent on [insert invoice date]. We have noticed some discrepancies that require further explanation.

Specifically, we would like more information on the following items:

- Item 1: [Description of item and cost]
- Item 2: [Description of item and cost]
- Item 3: [Description of item and cost]

Understanding these costs is essential for us to proceed accordingly. We appreciate your prompt attention to this matter and look forward to your response by [insert response deadline].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]