

# Invoice Clarification Inquiry

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 inquire about the invoice #[Invoice Number] dated [Invoice Date], which we received on [Receipt Date]. Upon reviewing the invoice, we noticed some discrepancies that we would like to clarify:

- Item Description: [Description] - [Provide details about the discrepancy]
- Amount Charged: [Charged Amount] - [Provide details about the discrepancy]
- Payment Terms: [Terms] - [Request clarification if needed]

We appreciate your assistance in resolving these matters at your earliest convenience. If you require any additional information from our side, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]