

Request for Clarification on Invoice Information

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the invoice numbered [Invoice Number] dated [Invoice Date].

Upon reviewing the invoice, I noticed some discrepancies that I would like to address:

- Item Description: [Specific Item]
- Billing Amount: [Amount Discrepancy]
- Due Date: [Due Date Concern]

Could you please provide further details or corrections regarding these points? Your assistance in resolving these matters is greatly appreciated.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]