

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Clarification Regarding Invoice #[Invoice Number]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding Invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice details, I noticed some discrepancies that I would like to address.

Specifically, I would like to clarify the following items:

- [Detail 1: Description of the discrepancy]
- [Detail 2: Description of the discrepancy]
- [Detail 3: Description of the discrepancy]

Could you please provide further details or corrections concerning these points? I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]