

Letter of Clarification Request

Date: **[Insert Date]**

To: **[Recipient's Name]**

Company: **[Recipient's Company]**

Address: **[Recipient's Address]**

Subject: Clarification Needed for Invoice Line Items

Dear **[Recipient's Name]**,

I hope this message finds you well. I am writing to request clarification regarding specific line items on Invoice #[Invoice Number] dated [Invoice Date]. After reviewing the invoice, we noticed some discrepancies that require further explanation.

Specifically, we have questions about the following items:

- Line Item #1: [Description/Issue]
- Line Item #2: [Description/Issue]
- Line Item #3: [Description/Issue]

Could you please provide us with additional details concerning these items at your earliest convenience? This will help us reconcile our records and proceed with payment.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]