

# Clarification on Invoice Charges

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the charges listed on Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, I noticed a couple of discrepancies that I would like to address:

- Charge Description 1: [Describe the charge and the discrepancy]
- Charge Description 2: [Describe the charge and the discrepancy]

Could you please provide a detailed breakdown of these charges? It would help us ensure that our records are accurate and up-to-date.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]