

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 request clarification regarding Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, I have some questions about certain charges that I would appreciate your assistance with.

Specifically, I would like to confirm the details related to the following items:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]