

# Subject: Request for Clarification on Invoice Charges

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the recent invoice (Invoice Number: [Invoice Number]) dated [Invoice Date], which reflects charges that were unexpected.

Upon reviewing the details of the invoice, I noticed the following charges that do not align with our previous agreements:

- [Description of unexpected charge 1]
- [Description of unexpected charge 2]
- [Description of unexpected charge 3]

Could you please provide additional information regarding these charges? It would be helpful to understand the basis for these amounts and any supporting documentation you may have.

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this issue quickly.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]