

Invoice Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify some discrepancies regarding the invoices we have on file for our recent transactions. Our accounting department is currently in the process of reconciling our accounts, and we have identified the following issues:

- **Invoice Number:** [Insert Invoice Number] - [Brief Description of the Issue]
- **Invoice Number:** [Insert Invoice Number] - [Brief Description of the Issue]

We would greatly appreciate it if you could provide the following information to assist us in resolving these discrepancies:

- [Specific information needed]
- [Specific information needed]

Thank you for your prompt attention to this matter. If you require any further details or clarification from our side, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]