

# Transportation Service 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 request clarification regarding the current invoice (Invoice Number: [Insert Invoice Number]) dated [Insert Invoice Date] for the transportation services provided on [Insert Service Date].

Upon reviewing the invoice, I have noticed the following discrepancies:

- [Describe discrepancy 1]
- [Describe discrepancy 2]

Could you please provide further details or corrections regarding these points? Your assistance will be greatly appreciated and will help in resolving this matter expediently.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]