

Clarification Request on Bill

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization 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 the recent bill (Invoice # [Insert Invoice Number]) dated [Insert Date], which I received on [Insert Date].

Upon reviewing the bill, I noticed some discrepancies that I would like to address:

- [Specify the first discrepancy]
- [Specify the second discrepancy]
- [Specify any additional discrepancies]

I would appreciate it if you could provide clarification on these items at your earliest convenience. Understanding these details is crucial for us to proceed accordingly.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]