

Request for Clarification on Pricing Errors

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding some pricing discrepancies I have noticed on my recent invoice, dated [Insert Invoice Date].

Upon reviewing the invoice, I found the following errors:

- Item 1: [Description] - Charged: [Incorrect Price], Expected: [Correct Price]
- Item 2: [Description] - Charged: [Incorrect Price], Expected: [Correct Price]

I would appreciate it if you could provide clarification on these discrepancies at your earliest convenience. Understanding these errors is crucial for our records and future transactions with your company.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]