

# Logistics Invoice Clarification

From: [Your Company Name]

To: [Recipient Name]

Date: [Date]

Subject: Clarification on Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the logistics invoice #[Invoice Number] issued on [Invoice Date]. We have noticed some discrepancies that we would like to address to ensure accurate processing.

Specifically, we would like to inquire about the following items:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

Please provide us with the necessary details and any supporting documentation related to the above items at your earliest convenience. This will help us in resolving the matter promptly.

Thank you for your attention to this matter. We appreciate your cooperation and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]