

Invoice Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue I have encountered with Invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the charges, I noticed some discrepancies that I would like to clarify.

The following items appear to be inaccurate:

- [Item 1 description and discrepancy details]
- [Item 2 description and discrepancy details]
- [Item 3 description and discrepancy details]

Could you please provide clarification on these charges? I appreciate your prompt attention to this matter and look forward to your response to resolve this discrepancy.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]