

Clarification Request on Invoice Issues

From: [Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

Date: [Current Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding some issues we have encountered with the recent invoice (Invoice Number: [Invoice Number]) dated [Invoice Date].

Upon reviewing the invoice, we noticed the following discrepancies:

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

We would appreciate your prompt assistance in clarifying these issues at your earliest convenience to ensure that our records are accurate and to facilitate timely payment.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]