

Request for Invoice Clarification

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request clarification regarding the invoice number [Invoice Number] dated [Invoice Date] that we received on [Receipt Date].

We have noticed some discrepancies related to [specific item or service], and would appreciate your assistance in providing additional details to help us resolve this matter.

Could you please provide clarification on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Thank you for your attention to this matter. We look forward to your prompt response so we can proceed accordingly.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]