

Contractor Invoice Clarification Notice

To: [Recipient's Name]

[Recipient's Address]

Date: [Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify details regarding the invoice (Invoice No: [Invoice Number]) submitted on [Invoice Submission Date].

Upon review, we noticed the following discrepancies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

We kindly request your assistance in resolving these issues at your earliest convenience. Please provide clarification or any necessary documentation related to the discrepancies noted above.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]