

# Inquiry Regarding Inaccurate Charges on Invoice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about an invoice (Invoice Number: [Invoice Number]) dated [Invoice Date], which I received recently. Upon reviewing the charges, I noticed some discrepancies that I would like to clarify.

Specifically, the following charges appear to be inaccurate:

- Item/Service: [Description] - Charged: [Amount] - Expected: [Amount]
- Item/Service: [Description] - Charged: [Amount] - Expected: [Amount]

I would appreciate it if you could provide clarification on these charges at your earliest convenience. If an error has occurred, I kindly ask for an updated invoice reflecting the correct amounts.

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

Sincerely,

[Your Name]