

Invoice Clarification Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing the details, I have noticed some discrepancies that I would like to discuss:

- Item Description: [Description of Discrepancy]
- Amount Charged: [Discrepancy Amount]
- Date of Service: [Service Date]

Could you please provide clarification on these points at your earliest convenience? I appreciate your assistance in resolving this matter promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]