

Invoice Issue Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify a recent issue regarding invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing the details, I noticed that [describe the issue briefly, e.g., "the amount charged differs from our agreement"]. I kindly request your assistance in resolving this matter.

Please find attached the necessary documents for your reference. I believe that addressing this issue promptly will be beneficial for both parties involved.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]