

Invoice Number Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the invoice number associated with our recent transaction recorded in QuickBooks.

Invoice Details:

- Invoice Number: [Insert Invoice Number]
- Date of Transaction: [Insert Date]
- Amount: [Insert Amount]

We have noticed a discrepancy that we would like to resolve promptly. Could you please confirm the correct invoice number and any related information you may have to assist us in our records?

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]