

# Invoice Clarification Request

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 request clarification regarding Invoice #[Invoice Number] dated [Invoice Date] for [goods/services provided]. We have some questions regarding the items listed, specifically:

- [Description of Item/Service 1] - [Concern or Question]
- [Description of Item/Service 2] - [Concern or Question]
- [Description of Item/Service 3] - [Concern or Question]

We appreciate your prompt attention to this matter as it will assist us in processing the payment. If possible, please provide the necessary details by [specific date].

Thank you for your cooperation. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]