Invoice Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Email: [Recipient's Email]

Phone: [Recipient's Phone]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding Invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed some discrepancies that I would like to address.

The specific items I would like clarification on include:

- [Description of the discrepancy 1]
- [Description of the discrepancy 2]
- [Description of the discrepancy 3]

Could you please provide detailed information regarding the above items at your earliest convenience? This will help us ensure that our records are accurate and up-to-date.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Phone: [Your Phone]

Email: [Your Email]