

# Invoice Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the invoice [Invoice Number] that was issued on [Invoice Date]. We have noted some discrepancies that we would like to address included details about the charges.

Specifically, we would appreciate further information on the following points:

- [Detail 1]
- [Detail 2]
- [Detail 3]

We value our partnership and are keen to resolve this matter promptly. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]