

# Invoice Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding certain charges listed in Invoice #[Invoice Number], dated [Invoice Date]. After reviewing the invoice, I noticed some discrepancies that I would like to address.

The specific charges that require clarification are as follows:

- Item/Service: [Description] - Amount: [Amount]
- Item/Service: [Description] - Amount: [Amount]
- Item/Service: [Description] - Amount: [Amount]

Could you please provide further details on these charges? Understanding the nature of these expenses will help us ensure timely payment and maintain our ongoing partnership.

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]