

Letter of Appeal for Clarification on Overseas Transaction Invoice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding the invoice [Invoice Number] dated [Invoice Date] pertaining to the recent overseas transaction.

Upon reviewing the invoice, I noticed discrepancies that need further explanation, including [briefly outline discrepancies or concerns]. I would greatly appreciate your assistance in providing the necessary details and any supporting documents that can clarify these issues.

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

Sincerely,

[Your Name]