

Request for Clarification on Invoice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to request clarification regarding the invoice [Invoice Number] dated [Invoice Date], which we received on [Received Date].

Upon reviewing the invoice, we noticed a few discrepancies that we would like to address:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

Could you kindly provide further information or documentation related to these items? This will help us ensure accurate processing on our end.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]