

Request for International Invoice Clarification

Date: [Insert Date]

To: [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 request clarification regarding the international invoice numbered [Invoice Number], dated [Invoice Date]. Upon reviewing the document, I noticed some discrepancies that I would appreciate your assistance with.

Specifically, I would like to understand:

- [Specify the first discrepancy or question]
- [Specify the second discrepancy or question]
- [Any additional discrepancies or questions]

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]