

Invoice Summary Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the invoice summary for invoice number [Insert Invoice Number] dated [Insert Invoice Date].

Upon review, I noticed some discrepancies in the summary that I would like to address:

- Item 1: [Description of Item] - [Clarification]
- Item 2: [Description of Item] - [Clarification]
- Item 3: [Description of Item] - [Clarification]

It is important to ensure that the invoice summary accurately reflects the services/products rendered. Please let me know if you require additional information or further clarification on any specific items.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]