

Subject: Request for Detailed Invoice Review

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed review of the invoice #[Invoice Number] dated [Invoice Date], which we received on [Receipt Date].

We would appreciate it if you could provide a breakdown of the charges outlined in the invoice, as there are some discrepancies that we would like to address. Specifically, we would like clarification on the following items:

- [Description of discrepancy 1]
- [Description of discrepancy 2]
- [Description of discrepancy 3]

Your assistance in this matter is greatly appreciated, as it will help us ensure timely payment. Please let us know if you need any additional information from our side.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]