

Request for Invoice Clarification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding Invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing the invoice, I noticed a discrepancy concerning [specific item or amount in question]. I would appreciate it if you could provide further details or rectify any errors.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]