

# Invoice Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[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 our previous payments associated with Invoice #[Invoice Number]. We have noticed some discrepancies in our records that we would like to address.

Specifically, we seek confirmation of the following payments:

- Payment Date: [Date] - Amount: [Amount]
- Payment Date: [Date] - Amount: [Amount]
- Payment Date: [Date] - Amount: [Amount]

Could you please provide us with confirmation of these transactions? Additionally, if there are any outstanding payments on our account, kindly inform us so that we can resolve the matter promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]