

Invoice Clarification Request

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the invoice #[Invoice Number] dated [Invoice Date] for the services rendered.

Specifically, I would like to confirm the dates of service provided as outlined in the invoice. The details are crucial for our records, and I would appreciate your assistance in verifying this information.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]