

# Invoice Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the recent invoice [Invoice Number] dated [Invoice Date] related to account statements for the period of [Specify Period].

We have some discrepancies in the account statements that need to be addressed. Specifically, we would like to clarify the following points:

- [Specify discrepancy or question #1]
- [Specify discrepancy or question #2]
- [Specify discrepancy or question #3]

We appreciate your assistance in resolving these issues at your earliest convenience. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] for any further information needed.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email Address]