

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Clarification on Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request clarification regarding billing discrepancies found in invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed that [briefly describe the discrepancy, e.g., the amount charged, services listed, etc.].

Could you please provide further details on this matter? Specifically, I would appreciate clarification on [list specific items requiring clarification]. This will help ensure our records are accurate and up-to-date.

Best regards,

[Your Name]
[Your Position]
[Your Company]