

Invoice Clarification Request

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

[Date]

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

Dear [Recipient Name],

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

Upon reviewing the invoice, I noticed the following discrepancies:

- [Description of Charge 1] - [Explanation of Dispute]
- [Description of Charge 2] - [Explanation of Dispute]
- [Description of Charge 3] - [Explanation of Dispute]

Could you please provide detailed information or a breakdown of these charges at your earliest convenience? This will help us resolve the issue promptly.

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

Sincerely,
[Your Name]