

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding my recent invoice [Invoice Number] dated [Invoice Date]. Upon review, I noticed that there are some discrepancies concerning the items listed.

The following items appear to be incorrect:

- [Item Description and Quantity] - [Incorrect Amount]
- [Item Description and Quantity] - [Incorrect Amount]
- [Item Description and Quantity] - [Incorrect Amount]

I would appreciate it if you could provide me with a detailed explanation regarding these discrepancies, as well as any necessary corrections that need to be made to the invoice.

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

Sincerely,

[Your Name]

[Your Job Title]
[Your Company]