

Invoice Clarification Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the payment terms specified in invoice #[Invoice Number], dated [Invoice Date].

It has come to my attention that the payment terms mentioned differ from our agreed terms. Could you please provide clarification on this matter? Specifically, I would like to understand [specific details about the payment terms].

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]