

Sender Name
Sender Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

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

Dear [Recipient Name],

I am writing to request clarification regarding the tax calculations on invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed some discrepancies that I would like to address.

Specifically, I would like to inquire about the following:

- Details regarding the tax rate applied
- Breakdown of taxable vs. non-taxable items
- Any applicable discounts or adjustments that were not clearly outlined

It is important for us to ensure that our records are accurate and in compliance with applicable tax regulations. I appreciate your prompt assistance in clarifying these points.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]