

Invoice Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the invoice with reference number [Invoice Number] dated [Invoice Date]. Upon reviewing the details, I would appreciate a summary breakdown of the charges included.

Specifically, I would like to understand:

- The breakdown of services rendered
- Any applicable taxes or fees
- Payment terms and due date

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]