

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Job Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

**Subject: Clarification Request for Invoice #[Invoice Number]**

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed some discrepancies that I would like to discuss further.

Specifically, I would like to address the following items:

- [List discrepancy 1]
- [List discrepancy 2]
- [List discrepancy 3]

Could you please provide additional details or corrections on these items? Your prompt response will be greatly appreciated as it will help in maintaining our records accurately.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]