

Service Invoice Specifics Clarification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Email: [Recipient Email]

Dear [Recipient Name],

We hope this message finds you well. This letter is to clarify the specifics regarding our recent service invoice (Invoice No: [Invoice Number]) dated [Invoice Date].

Invoice Details:

- Service Description: [Description of Services Provided]
- Date of Service: [Date of Service]
- Total Amount Due: [Total Amount]
- Payment Terms: [Payment Terms]

If you have any questions or require further clarification regarding this invoice, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]