

Invoice Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's 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 related to [briefly describe the specific issues, e.g., billing amounts, services rendered, etc.].

Could you please provide further details regarding the above points? It would greatly assist us in processing the invoice in a timely manner.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]