

Invoice Inquiry Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the adjusted invoice we received on [insert date of invoice]. Upon reviewing the document, I noticed some discrepancies that need clarification.

Invoice Number: [Insert Invoice Number]

Details of Inquiry:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Could you please provide further clarification on these points at your earliest convenience? This will help us ensure accurate processing on our side.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]