

Invoice Clarification Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding invoice number [Invoice Number] dated [Invoice Date]. Upon review, I have noticed a few discrepancies that I would like to address:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

Could you please provide clarification on these items at your earliest convenience? This will help me to process the invoice promptly.

Thank you for your assistance!

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]