

# Invoice Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Clarification on 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.

Please provide further details on the following items:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

It would be greatly appreciated if you could respond at your earliest convenience so that we can resolve this matter promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]