

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Subject: Invoice Clarification Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding Invoice #[Invoice Number], dated [Invoice Date], which we received on [Receiving Date].

We have noticed some discrepancies that require your assistance to resolve. Specifically, we would like further details on the following items:

1. [Describe the specific issue or item needing clarification]
2. [Describe any additional issues or items needing clarification]

We appreciate your prompt attention to this matter and look forward to your clarification so we can process the invoice accordingly.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]