

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

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

Dear [Recipient's Name],

Subject: Explanation of Invoice #[Invoice Number]

I hope this message finds you well. I am writing to provide clarification regarding invoice #[Invoice Number] issued on [Invoice Date] for [brief description of services/products].

The total amount of the invoice is [Total Amount], which includes [briefly list any relevant components, e.g., hourly rates, quantities, discounts]. This invoice reflects our previous agreement made on [mention any prior agreements or discussions].

Should you have any questions or require further details about specific charges or services rendered, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company Name]