[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Clarification on Invoice Discrepancies**

Dear [Vendor’s Name],

We are writing to bring to your attention some discrepancies we have identified in the invoice [Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount]. In order to process this payment promptly, we require clarification on the following:

**Details of Discrepancy**:

* [*Description of discrepancy, e.g., “The quantity billed does not match the quantity delivered,” or “The price per unit differs from the agreed rate in our contract.”*]
* [*Include specific examples or references, e.g., “Line item [number] indicates a charge for [item/service] that was not received.”*]

**Requested Action**:

To resolve this matter, please provide the following by [*specific deadline, e.g., “five business days from the date of this letter”*]:

1. [*Corrected invoice or a detailed explanation of the charges in question.*]
2. [*Supporting documentation, such as delivery receipts, agreements, or service confirmations, to validate the charges.*]

If you have any questions regarding this request or need additional information, please contact [Name, Title] at [Email Address/Phone Number]. We appreciate your cooperation in resolving this issue promptly.

Thank you for your attention to this matter.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]