[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

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

Dear [Recipient’s Name],

We are writing to request clarification regarding certain discrepancies identified in [INVOICE NUMBER], dated [INVOICE DATE], issued by [COMPANY NAME]. Upon reviewing the invoice, we noticed inconsistencies that require further explanation to ensure accuracy and alignment with our records.

Details of Discrepancies

1. [*Description of the issue, e.g., overcharge, service not rendered, incorrect rate, etc.*]

* Amount in Question: [AMOUNT]
* Expected Amount: [*Amount, if applicable*]

1. [*Additional Discrepancy (if applicable)*: [*Description*]]

* Amount in Question: [AMOUNT]
* Expected Amount: [*Amount, if applicable*]

**Request**

We kindly request the following:

* **Clarification**: A detailed explanation of the charges in question.
* **Corrected Invoice (if applicable)**: If discrepancies are confirmed, please provide a revised invoice reflecting the accurate charges.

Please direct any questions or responses to [Name, Title], at [Email Address/Phone Number]. We appreciate your prompt attention to this matter and look forward to resolving the issue as soon as possible.

Thank you for your cooperation.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]