

[Your Name/Company Name]  
[Your Address]  
[Date]

[Contractor Name/Company Name]  
[Contractor Address]

**Subject: Clarification on Invoice #[Invoice Number] - Rate Discrepancy**

Dear [Contractor Name/Contact Person],

We have received your invoice #[Invoice Number] dated [Date] for services rendered between [Start Date] and [End Date].

Upon reviewing the charges, we noticed a discrepancy between the rate applied on this invoice and the rate specified in our signed agreement dated [Contract Date].

The details are as follows:

- **Invoiced Rate:** [Rate on Invoice]
- **Contracted Rate:** [Rate in Agreement]
- **Total Difference:** [Amount]

Could you please clarify if there was a reason for this adjustment or if this was an administrative error? If it is the latter, please issue a corrected invoice or a credit note for the difference so that we may process your payment without further delay.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]