

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Contractor Name]
[Landscaping Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Clarification Regarding Invoice #[Invoice Number]

Dear [Contact Person Name],

I am writing to you regarding the invoice dated [Date of Invoice] for the landscaping services performed at [Property Address].

Upon reviewing the charges, I have noted a discrepancy between the invoice total and the original estimate provided on [Date of Estimate]. Specifically, I would like clarification on the following items:

- [Item 1: e.g., Higher than expected labor hours]
- [Item 2: e.g., Unexplained charges for materials]
- [Item 3: e.g., Services billed that were not performed]

The total amount billed is [Amount on Invoice], whereas the agreed-upon quote was [Quoted Amount]. I would appreciate it if you could review these charges and provide a detailed explanation or a corrected invoice reflecting our original agreement.

I have attached a copy of the original estimate for your reference. I value your work and would like to resolve this matter promptly so that I can remit payment.

Thank you for your time and I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]