

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

[Date]

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

RE: Clarification Request for Invoice #[Invoice Number]

Dear [Contact Name or Billing Department],

I am writing to request clarification regarding the invoice received on [Date] for the emergency repairs performed at [Property Address] on [Date of Service].

While we appreciate the prompt response to this emergency, there are a few items on the invoice that require further detail before payment can be processed:

- **Labor Charges:** Please provide a breakdown of the hours worked, the number of technicians on-site, and the specific emergency hourly rate applied.
- **Materials:** Please provide an itemized list of materials used and their individual costs.
- **Discrepancies:** [Mention any specific charge that seems higher than the verbal estimate or industry standard].

Could you please provide a revised, itemized invoice or additional documentation (such as work logs or material receipts) to explain these charges? Once this information is reviewed and verified, we will prioritize the payment of the outstanding balance.

Thank you for your cooperation and for your assistance with this repair.

Sincerely,

[Your Signature]
[Your Printed Name]