

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

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

Subject: Clarification Required: Missing Material Receipts for Invoice #[Invoice Number]

Dear [Contractor Name],

We have received your invoice dated [Date] for the work performed on [Project Name/Location].

Upon reviewing the "Materials" section of the invoice, we noticed that several items totaling \$[Amount] do not have accompanying receipts or proof of purchase attached. As per our agreement, all material costs must be substantiated by original or digital copies of receipts for reimbursement or payment processing.

Specifically, we require documentation for the following items:

- [Item Name/Description 1] - [Amount]
- [Item Name/Description 2] - [Amount]

Please provide the missing receipts by [Date] so we can finalize the review of your invoice and process your payment without further delay.

If you have any questions regarding this request, please contact me at [Phone Number] or [Email Address].

Sincerely,

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