

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

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

**RE: Clarification of Overtime Charges - Invoice #[Invoice Number]**

Dear [Contact Person Name],

We have received your invoice dated [Date] regarding the services provided for [Project Name/Service Description]. Upon reviewing the labor breakdown, we noticed charges for overtime hours billed at a rate of [Rate].

According to our records and the original agreement dated [Date of Contract], the labor rate was established at [Standard Rate] per hour. We would like to clarify the following points regarding the billed overtime:

- Was the overtime work pre-authorized by our project manager?
- Does the current contract include a provision for increased rates for hours exceeding standard shifts?
- Is this rate inclusive of any specialized equipment or holiday surcharges?

We request a revised invoice or a detailed explanation regarding these specific charges to ensure they align with our procurement policies. We have processed the payment for the undisputed portion of the invoice in the amount of [Amount].

Thank you for your prompt attention to this matter. We look forward to resolving this quickly.

Sincerely,

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