

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

[Date]

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

RE: Clarification Request for Invoice #[Invoice Number]

Dear [Contractor Name or Contact Person],

I am writing to request clarification regarding the invoice dated [Date] for the renovation work performed at [Property Address].

Upon reviewing the document, I have identified the following items that require further detail or explanation:

- [Description of Item 1: e.g., Discrepancy in labor hours]
- [Description of Item 2: e.g., Unclear material costs for the kitchen tiling]
- [Description of Item 3: e.g., Charges for services not included in the original estimate]

To ensure the records are accurate, could you please provide a breakdown of these specific costs or provide the supporting receipts and time logs associated with these entries?

I would like to resolve this matter promptly so that the payment can be processed. Please provide the requested information by [Date].

Thank you for your assistance and for the work completed on the property.

Sincerely,

[Your Signature]

[Your Printed Name]