

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

[Date]

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

RE: Inquiry Regarding Invoice #[Invoice Number]

Dear [Name of Contractor or Billing Department],

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

Upon reviewing the charges, I have questions regarding the following items:

- [List specific item, e.g., "Labor hours billed"] - [Briefly state the issue, e.g., "The hours listed exceed the time the technician was on-site."]
- [List specific item, e.g., "Material costs"] - [Briefly state the issue, e.g., "I would like a breakdown of the specific parts used for this repair."]
- [List specific item, e.g., "Emergency fee"] - [Briefly state the issue, e.g., "This fee was not mentioned in the initial quote."]

Could you please provide a more detailed breakdown or an explanation for these specific charges? I want to ensure the invoice accurately reflects the work completed and the materials used.

I have attached a copy of the original estimate and the invoice in question for your reference. I would appreciate it if you could look into this and provide a revised invoice or a written explanation by [Date].

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

Sincerely,

[Your Signature]

[Your Printed Name]