

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

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

**RE: Clarification of Service Dates for Invoice #[Invoice Number]**

Dear [Contractor Name],

We have received your invoice, referenced above, dated [Date on Invoice] in the amount of [Amount].

Upon reviewing the document, we noticed that the specific dates of service for the following line items are unclear or missing:

- [Description of Item/Service 1]
- [Description of Item/Service 2]

To ensure our records are accurate and to process your payment without further delay, please provide the exact dates (Day/Month/Year) on which these services were performed. You may provide this information by replying to this letter or by submitting a revised invoice.

Thank you for your prompt attention to this matter.

Sincerely,

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