

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Consultant's Name]

[Consulting Firm Name]

[Firm's Address]

[City, State, ZIP Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to request clarification regarding some charges on my recent invoice dated [Invoice Date], invoice number [Invoice Number]. Upon reviewing the statement, I noticed a few charges that I do not recognize or recall agreeing to.

The specific charges in question are:

- [Charge Description 1] - [Amount]
- [Charge Description 2] - [Amount]
- [Charge Description 3] - [Amount]

I would appreciate your assistance in providing further detail regarding these charges. If there is a supporting document or agreement that outlines these costs, please send it my way for review.

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

Best regards,

[Your Name]