

# Consulting Billing Inquiry

Date: [Insert Date]

To: [Consulting Firm Name]

Attn: [Billing Department/Contact Name]

Address: [Consulting Firm Address]

Dear [Consulting Firm Contact Name],

I hope this message finds you well. I am writing to inquire about the recent invoice ([Invoice Number]) dated [Invoice Date] for consulting services provided on [Service Period].

Upon reviewing the invoice, I noticed that I would appreciate a detailed breakdown of the expenses incurred, specifically regarding:

- Hours billed by each consultant
- Hourly rates applied
- Any additional fees or expenses

A detailed breakdown will help us ensure that the billing aligns with the agreed terms and facilitate our payment process.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]