

Consulting Billing Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Consultant's Name]

[Consulting Firm's Name]

[Firm's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to inquire about the retainer fees associated with the consulting services provided by your firm.

As per our agreement dated [Insert Agreement Date], I was under the impression that the retainer fees would be outlined explicitly on the invoice. However, I noticed some discrepancies in the recent billing statement received on [Insert Invoice Date].

Could you please provide clarification regarding the retainer fees? Additionally, I would appreciate it if you could send a detailed breakdown of the charges.

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

Sincerely,

[Your Name]