

Invoice Breakdown Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed breakdown of the invoice dated [Invoice Date], with invoice number [Invoice Number].

Could you please provide the following information regarding this invoice:

- Itemized list of charges
- Payment due date
- Any applicable taxes or fees

Your assistance in this matter would be greatly appreciated. Thank you for your prompt attention to this request.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]