

Request for Detailed Invoice Information

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed invoice for the services/products provided by your company on [insert date or dates]. While I have received the preliminary invoice, I require a more detailed breakdown to facilitate our internal accounting processes.

Specifically, I would like to request the following information:

- Itemized list of services/products
- Dates of service/rendering
- Rate or price details for each item
- Payment terms and conditions

Thank you for your assistance in this matter. I appreciate your prompt attention and look forward to receiving the detailed invoice at your earliest convenience. Please feel free to contact me if you need any further information.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]