

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request details regarding the invoice dated [Invoice Date] with the invoice number [Invoice Number].

For our records, could you please provide the following information:

- Detailed breakdown of charges
- Payment terms
- Due date

Your assistance in this matter is greatly appreciated. Thank you for your prompt attention to this request. Please feel free to reach me at [Your Phone Number] or [Your Email] if you need any further information.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]