

Request for Invoice Itemization

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, ZIP Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed itemization of the recent invoice (#Invoice Number) that I received on [Invoice Date]. I would appreciate it if you could provide a breakdown of the charges included, as it will help me better understand the components of the total amount billed.

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

Sincerely,
[Your Name]