

Subject: Request for Clarification on Transport Invoice Charges

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the transport invoice (Invoice No: [Invoice Number]) we received on [Invoice Date].

Upon reviewing the charges listed, we noticed some discrepancies that require further explanation. Specifically, we would like more information on the following items:

- [Item 1 - Brief description]
- [Item 2 - Brief description]
- [Item 3 - Brief description]

Your assistance in clarifying these charges will be greatly appreciated, as it will help us ensure timely processing and accurate record-keeping on our end.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]