

Inquiry Regarding Transportation Invoice Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the details of the transportation invoice #[Invoice Number] issued on [Invoice Date]. I have some questions regarding the charges listed and would appreciate your clarification.

Specifically, I would like to know:

- The breakdown of the transportation fees.
- Any additional charges that may not have been clearly outlined.
- The payment terms and due date for this invoice.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]