

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about several aspects of the billing for transportation services provided to our company.

1. Could you please provide a detailed breakdown of the latest invoice dated [Invoice Date]?
2. Are there any additional fees that we should be aware of related to the transportation services?
3. How is the billing cycle structured, and when can we expect the next statement?
4. Can you clarify the policies regarding cancellations or changes in service? Are there fees associated with these changes?
5. Lastly, could you confirm the payment methods that are accepted for these services?

Thank you for your attention to these matters. I look forward to your prompt response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]