

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a detailed breakdown of the transportation charges related to [specific shipment details or timeframe]. Understanding the components of these charges is essential for our record-keeping and budgeting processes.

Specifically, I would appreciate it if you could provide the following information:

- Detailed itemization of charges
- Any applicable taxes and fees
- Rates applied for the transportation services

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]