

Request for Clarification on Service Fees

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to seek clarification regarding the service fees outlined in the recent invoice dated [Invoice Date].

Specifically, I would like to understand the following:

- [Detail specific fee or charge for clarification]
- [Detail another specific fee or charge for clarification]

Understanding these charges better will help us maintain transparency and strengthen our working relationship.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]