

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the equipment rental costs associated with [specific project or event name] scheduled for [dates]. We recently received the invoice, and I would like to understand a few details better.

Specifically, I have questions regarding the following charges:

- [Detail of the first charge]
- [Detail of the second charge]
- [Detail of the third charge]

Could you please provide a detailed breakdown of these costs and any relevant documentation that could assist in clarifying the charges?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]