

[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 recent service fee invoice dated [Invoice Date], with the invoice number [Invoice Number].

Upon reviewing the details, I noticed some discrepancies regarding the service charges. Specifically, I would like to request an explanation for the following adjustments: [Briefly list the adjustments in question].

I would appreciate your assistance in providing clarity on these charges. If necessary, I am happy to discuss this further or provide any additional information required.

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

Sincerely,  
[Your Name]