

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Service Fee Invoice Breakdown

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed breakdown of the service fees associated with [specific service or project], referenced by invoice number [invoice number], dated [invoice date].

Having a clearer understanding of the charges will enable us to manage our budget more effectively and ensure accurate record-keeping. If possible, please include details such as:

- Itemized services provided
- Hourly rates or fixed fees
- Any additional costs or expenses

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]