

# Service Fee Invoice Clarification Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to clarify the details regarding the service fee invoiced on [Insert Invoice Date] with Invoice Number: [Insert Invoice Number].

It has come to our attention that there may be some discrepancies or questions concerning the charges outlined in the invoice. Please find below a breakdown of the services rendered and their respective fees:

- Service 1: [Description] - \$[Amount]
- Service 2: [Description] - \$[Amount]
- Service 3: [Description] - \$[Amount]

The total service fee amounts to \$[Total Amount]. If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]