

Service Fee Invoice Confirmation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of the service fee invoice dated [Insert Invoice Date], with reference number [Insert Invoice Number], for the services rendered on [Insert Service Date].

The total amount due as stated in the invoice is [Insert Amount]. Please confirm at your earliest convenience that you have received this invoice and whether the payment is scheduled.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]