

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Service Fee Invoice Details**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request the details of the service fees associated with [specific service or project name]. As we are currently reviewing our records, having a breakdown of the invoice would be greatly appreciated.

Could you please provide the following information:

- Itemized list of services rendered
- Total fees charged
- Payment terms
- Due date for payment

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]