

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an explanation regarding the service fee detailed in invoice #[Invoice Number] dated [Invoice Date].

Could you please provide a breakdown of the charges and any relevant details that may help clarify the items billed? I greatly appreciate your assistance in this matter.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]