

Service Fee Invoice Inquiry

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the service fee invoice dated [Insert Invoice Date] associated with [brief description of the services rendered]. We would like to confirm the details regarding the fees charged and any additional information pertinent to the invoice.

Could you please provide clarification on the following points:

- Detailed breakdown of the service fees
- Payment terms and due dates
- Any outstanding balances or adjustments needed

Your assistance in this matter is greatly appreciated. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require further information.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email Address]