Service Fee Invoice Query

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Subject: Query Regarding Service Fee Invoice

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inquire about the service fee invoice dated [Insert Invoice Date] with invoice number [Insert Invoice Number].

Upon reviewing the invoice, I noticed [briefly explain the discrepancy or question regarding the invoice]. I would appreciate your assistance in clarifying this matter at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]