

Monthly Invoice Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the monthly invoice for [specific service or period]. I would like to clarify a few details regarding the charges and confirm the due date.

Could you please provide the following information:

- Breakdown of charges
- Payment options available
- Any penalties for late payment

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]