

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the aggregate invoice for our recent transactions. We would like to review the detailed charges and ensure that all entries align with our records.

Could you please provide us with a copy of the aggregate invoice at your earliest convenience? Additionally, if there are any discrepancies, we would appreciate your insights on the matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]