

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify some charges we received on our recent foreign invoice (Invoice Number: [Insert Invoice Number]) dated [Insert Invoice Date]. After reviewing the invoice, we noticed some discrepancies concerning the fees that were charged.

Specifically, we would like to request further clarification on the following items:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Understanding these charges is crucial for our record-keeping and budget planning, and we would appreciate your prompt attention to this matter. If there is any additional information or documentation that you require from our end, please do not hesitate to let us know.

Thank you for your cooperation. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]