

Inquiry Regarding International Invoice Details

Date: [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 some details regarding the international invoice ([Invoice Number]) dated [Invoice Date].

We would appreciate your assistance in clarifying the following points:

- Payment terms and methods
- Shipping details and tracking information
- Any applicable duties or taxes

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]