

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request a detailed breakdown of the international invoice number [Insert Invoice Number] dated [Insert Invoice Date]. A breakdown of the charges would greatly assist us in our accounting processes and budget planning.

Specifically, I would appreciate clarification on the following items:

- [Item 1]
- [Item 2]
- [Item 3]

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]