

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to request a detailed breakdown of the invoice dated [Invoice Date], with invoice number [Invoice Number].

To ensure clarity and understanding of the charges, I would appreciate it if you could provide the following details:

- Itemized list of services provided
- Cost per service
- Any applicable taxes or fees
- Total amount billed

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

Sincerely,

[Your Name]

[Your Contact Information]