

Service Invoice Description Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed description of the services rendered under the invoice [Invoice Number] dated [Invoice Date]. This information is crucial for our records and for ensuring that we maintain accurate financial documentation.

Below are the specific details I would like you to provide:

- Detailed description of each service performed
- Date of service
- Hourly rates or flat fees applied
- Any additional charges incurred

Your prompt response to this request will be greatly appreciated. If you need any further information from our side, please feel free to reach out. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]