

# Invoice Query

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the itemized details of the service invoice dated [Invoice Date] with the invoice number [Invoice Number].

It would be greatly appreciated if you could provide a breakdown of the following:

- Service Description
- Quantity
- Unit Price
- Total Cost

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]