[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Detailed Invoice Breakdown**

Dear [Recipient’s Name],

I am writing to request a detailed breakdown of the invoice [INVOICE NUMBER], dated [INVOICE DATE], issued by [COMPANY NAME/SERVICE PROVIDER NAME] for the amount of [TOTAL AMOUNT].

To ensure accurate processing and verification of this invoice, we kindly ask that you provide the following information:

1. [*Description of individual items or services provided.*]
2. [*Unit costs and quantities, where applicable.*]
3. [*Any additional charges, such as taxes, fees, or discounts applied.*]

Providing this breakdown will assist us in completing our internal review process and ensure that payment is processed promptly.

Please send the detailed invoice to [Email Address] or [Mailing Address] by [*Specific Deadline, e.g., “within the next 5 business days”*]. If you have any questions regarding this request, please feel free to contact me directly at [Phone Number].

Thank you for your prompt attention to this matter.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]