[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Clarification of Consulting Fees**

Dear [Consultant’s Name],

I hope this message finds you well. I am writing to request clarification regarding the fees outlined in the invoice or agreement for [Project Name/Engagement Title], dated [Invoice/Agreement Date].

To better understand the charges, I kindly ask for the following information:

1. A detailed breakdown of the fees, including rates, hours billed, and any applicable charges for materials, travel, or other expenses.
2. Clarification on any discrepancies or variances from the original proposal or agreement.
3. An explanation of additional fees, if applicable, that were not initially anticipated.

Please provide this information by [*specific deadline, e.g., “close of business on [Date]”*] to help us complete our review and facilitate timely payment.

If you require further details about this request or wish to discuss the matter, please feel free to contact me at [Email Address/Phone Number].

I appreciate your prompt attention to this matter and look forward to your response.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]