

Letter of Explanation Regarding Service Charges

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the service charges applied to your recent inquiries. We understand that clarity on these charges is essential, and we would like to provide a detailed explanation.

The service charges are designed to cover the costs associated with the resources and time dedicated to responding to inquiries effectively. These charges help maintain the quality of our service and ensure prompt support to all our valued customers.

For your reference, the service charges are as follows:

- Initial Inquiry Fee: \$[Amount]
- Follow-up Inquiry Fee: \$[Amount]
- Detailed Report Fee: \$[Amount]

We appreciate your understanding and value your business. Should you have any further questions or require additional clarification, please do not hesitate to reach out to us.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]