

# Service Charge Justification

Date: [Insert Date]

To: [Account Holder's Name]

Address: [Account Holder's Address]

Dear [Account Holder's Name],

We are writing to provide you with a detailed justification for the service charges applied to your account, as per your recent inquiry.

The service charge of [Insert Amount] is applied for the following reasons:

- **Maintenance Costs:** This includes regular maintenance and upkeep of our facilities.
- **Administrative Fees:** Covers the costs associated with managing your account.
- **Service Enhancements:** Investment in improvements to our services for better customer satisfaction.

We understand that you may have questions regarding these charges. Please do not hesitate to reach out to our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]