

# Summary of Telecom Service Fees

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this letter finds you well. Below is the summary of the telecom service fees associated with your account:

Service Description	Monthly Fee	Usage Fee	Total
Base Plan	[\$[Base Fee]]	N/A	[\$[Base Fee]]
Data Usage	N/A	[\$[Data Fee]]	[\$[Data Fee]]
Additional Features	[\$[Feature Fee]]	N/A	[\$[Feature Fee]]
<b>Total Amount Due</b>			<b>[\$[Total Fee]]</b>

Thank you for choosing our services. If you have any questions regarding this summary, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]