

# Continual Service Charge Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the ongoing service charges associated with my account, [Account Number or Reference]. I would like to request a detailed breakdown of the current service charges, including any justifications or changes made over the past year.

Additionally, if there are any pending adjustments or expected changes to the service charges, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]