

Subject: Clarification on Service Charge Discrepancy

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy regarding the service charge detailed in our recent invoice dated [Insert Invoice Date].

Upon reviewing the charges, I noticed that the service charge of [Insert Amount] does not align with the terms we agreed upon in our contract dated [Insert Contract Date]. According to our agreement, the service charge should be [Insert Agreed Amount or Percentage].

Could you please provide clarification on this matter? I would appreciate any documentation or explanation that can help us resolve this discrepancy swiftly.

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

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]