

# Letter of Explanation for School Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request clarification regarding the recent charges applied to my account for the upcoming school year. I would like to understand the specific costs associated with [mention the specific charges, e.g., tuition, materials, activities].

Understanding these charges is important for my financial planning. I would appreciate any detailed information you can provide about how these fees are determined and the benefits they offer to students.

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

Sincerely,

[Your Name]