

Request for Explanation of Service Fees

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an explanation regarding the service fees that were applied to my account on [specific date or invoice number]. It appears that the fees may not align with the previously discussed terms and conditions.

Could you please provide a detailed breakdown of these charges? Specifically, I would like clarification on [specific services or fees if applicable]. Understanding these details is essential for my records and future planning.

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

Sincerely,

[Your Name]