

# Inquiry Regarding Capital Improvement Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the capital improvement fees associated with [specific project or development]. I am interested in understanding the breakdown of these fees and how they contribute to the overall improvement plan.

Could you please provide detailed information on the following:

- The purpose of the capital improvement fees
- The calculation method for determining these fees
- Any applicable deadlines related to these fees
- How these fees are used to enhance community services or infrastructure

Your assistance with this matter would be greatly appreciated. I look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]