

Query Regarding Capital Improvement Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the capital improvement fees that have been recently implemented by [Company/Organization Name]. As a [tenant/homeowner/member], I would like to understand the rationale behind these fees and how they are calculated.

Specifically, I would appreciate information on the following points:

- The purpose of the capital improvement fees.
- How these fees are determined and allocated.
- Any potential benefits that we can expect as a result of these fees.
- The timeframe for any planned improvements funded by these fees.

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

Sincerely,

[Your Name]