

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the recent capital improvement charges that were outlined in our latest billing statement.

Specifically, I would like to understand the following points:

- The basis for the charges applied.
- The specific improvements that the charges are associated with.
- Any option for appealing or disputing the charges if necessary.

Thank you for your attention to this matter. I look forward to your prompt response so that I may have a clearer understanding of these charges.

Best regards,

[Your Name]