

Letter of Request for Justification

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 letter finds you well. I am writing to formally request a justification for the recent capital improvement charges reflected in my account statement dated [insert statement date]. As a valued customer, it is important for me to understand the breakdown and rationale behind these charges.

Specifically, I would appreciate if you could provide details regarding:

- The nature and scope of the capital improvements
- The total cost associated with these improvements
- How these improvements will benefit customers in the long run
- The timeline for the completion of the improvements

Thank you for your attention to this matter. I look forward to your prompt response, which will help clarify these charges.

Sincerely,

[Your Name]