

Charges and Fees Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed breakdown of the charges and fees associated with my account ([Account Number]) and any related services provided.

As a valued customer, I believe it is essential to have complete transparency regarding the fees incurred. I would appreciate it if you could include any applicable service fees, transaction costs, or other charges that may apply.

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

Sincerely,

[Your Name]