

Request for Timeshare Fees Clarification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 request clarification regarding the fees associated with my timeshare, [Timeshare Name/Details].

Over the past few months, I have noticed some discrepancies in the charges listed on my statements, specifically concerning [mention specific fees or dates]. I would appreciate it if you could provide a detailed breakdown of these fees and any relevant documentation to help me understand the charges better.

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

Sincerely,

[Your Name]