

Service Charges Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 clarify the service charges that were outlined in our recent communication regarding [specific service or invoice number].

Upon reviewing the charges, I noticed the following discrepancies that I would like to address:

- [Description of Charge 1]
- [Description of Charge 2]
- [Description of Charge 3]

Could you please provide a detailed breakdown of these service charges? It would greatly help me understand the context and any policies that may apply.

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

Sincerely,

[Your Name]

[Your Position]