

# Service Fee Breakdown

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Subject: Breakdown of Service Fees

Dear [Client's Name],

Thank you for choosing our services. Below is the detailed breakdown of the fees for the services rendered:

Description of Service	Hourly Rate	Hours Worked	Total
Service A	\$100	5	\$500
Service B	\$150	3	\$450
Service C	\$200	2	\$400
<b>Subtotal</b>			<b>\$1350</b>
<b>Tax (10%)</b>			<b>\$135</b>
<b>Total Due</b>			<b>\$1485</b>

Please feel free to reach out if you have any questions regarding this breakdown.

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]