

Service Charge Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with a clarification regarding the service charge that has been applied to your account.

The service charge is necessary to cover various operational costs associated with [briefly explain reason, e.g., maintenance, utilities, staffing, etc.]. Specifically, these charges enable us to ensure that [explain service or facility features, e.g., our property remains well-maintained, services are continuously available, etc.].

For the period of [insert time frame], the total service charge amounts to [insert amount]. This amount is calculated based on [explain calculation method, e.g., usage, flat rate, etc.].

If you have any questions or require further details regarding the service charge, please do not hesitate to contact us at [insert contact information]. We are here to assist you.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]