

Service Charge Explanation

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with a detailed explanation of the service charges applied to your account for the [month/year].

The breakdown of the service charges is as follows:

- Monthly Maintenance Fee: \$[Amount]
- Utilities: \$[Amount]
- Management Fee: \$[Amount]

Total Service Charge: \$[Total Amount]

These charges are necessary to ensure the continued maintenance and management of our services. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]