

Service Cost Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the cost associated with [specific service or product].

As discussed on [date of discussion], I would like to confirm the following details:

- Service/Product Description: [Description]
- Initial Quoted Cost: [Quoted Cost]
- Any Additional Fees: [List Fees]
- Total Estimated Cost: [Total Cost]

If there are any changes or additional information that I should be aware of, please let me know at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]