

Service Fees Inquiry

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Email: [Service Provider's Email]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inquire about the service fees associated with [specific service or service package]. As we are considering engaging your services, we would appreciate it if you could provide us with a detailed breakdown of your fees and any additional costs that may be involved.

Specifically, we would like to know the following:

- Base service fees
- Any additional charges
- Payment terms and conditions

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Email: [Your Email]

Phone: [Your Phone Number]