

# Service Cost Clarification

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Company Name: [Insert Company Name]

Address: [Insert Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify the costs associated with the services we provided on [Insert Service Date]. It has come to my attention that there may be some uncertainty regarding the charges detailed in the invoice sent to you.

Below are the specific costs for each service rendered:

- Service 1: \$[Insert Amount]
- Service 2: \$[Insert Amount]
- Service 3: \$[Insert Amount]

The total amount due is \$[Insert Total Amount]. Please let me know if you have any questions or need further clarification regarding this information. We appreciate your business and are here to assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]