

Formal Inquiry Letter Sample for Requesting Service Charges Clarification

Your Name
Your Address
City, State ZIP Code
Email Address
Phone Number
Date

Recipient Name
Title (if known)
Company Name
Company Address
City, State ZIP Code

Dear [Recipient Name],

I am writing to formally request clarification regarding the service charges listed on my recent billing statement dated [billing date], with reference/account number [reference/account number]. Upon reviewing the invoice, I noticed several charges that were either unclear or appeared inconsistent with our agreed-upon terms.

I kindly request a detailed breakdown and explanation of the following charges:

- [List specific charges or items requiring clarification]
- [For example: "Service Fee - \$45.00"]

To ensure transparency and maintain our positive business relationship, I would appreciate your prompt assistance in providing detailed information regarding these charges. This will help me better understand the services provided and rectify any potential discrepancies.

Please let me know if you require any additional information from my side. I look forward to your response at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]