

# 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]