

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

[Recipient's Name]
[Recipient's Position/Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Information on Service Charges

Dear [Recipient's Name],

I am writing to formally request detailed information regarding the service charges associated with [briefly describe the service, e.g., "your company's consulting services"]. As I am currently considering utilizing your services, I would appreciate your assistance in providing clarification on the following points:

- A comprehensive breakdown of the service charges and associated fees;
- Details on payment terms, including due dates and accepted methods of payment;
- Any additional or ancillary charges that may apply;
- Information on possible discounts, promotions, or special offers;
- Policies regarding changes or cancellations, and their respective fees, if applicable.

Having transparent information on the above items will enable me to make an informed decision regarding the engagement of your services. I would be grateful if you could provide the requested details at your earliest convenience.

Thank you in advance for your cooperation. Please feel free to contact me should you require any further information or clarification regarding my inquiry.

Sincerely,
[Your Name]