

Sample Inquiry Letter for Annual Maintenance Service Charges

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

[Service Provider Name]
[Company Name]
[Provider Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding Annual Maintenance Service Charges

Dear [Service Provider's Name],

I hope this letter finds you well. I am writing to request detailed information regarding your annual maintenance service charges for the upcoming year.

Kindly provide the following details:

- The total cost for the annual maintenance package
- A breakdown of the services included within this package
- Payment schedule and terms
- Any additional or hidden charges that may apply
- Details regarding the renewal process

This information will help us make an informed decision regarding the continuation or renewal of our current service agreement. Please include any brochures or documents that further detail your maintenance services.

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

Sincerely,
[Your Name]