

Inquiry Letter for Hidden Service Charges Explanation

Date: [Insert Date]

Your Name: [Your Full Name]

Your Address: [Your Street Address]

City, State, ZIP Code: [City, State, ZIP Code]

Email Address: [Your Email Address]

Phone Number: [Your Phone Number]

To,
Customer Service Department
[Service Provider's Name]
[Company's Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding Hidden Service Charges on My Bill

Dear Sir/Madam,

I am writing to formally request clarification regarding certain service charges that appear on my recent bill dated [Bill Date], with account/reference number [Account/Reference Number]. Upon reviewing the statement, I noticed several charges that were not clearly explained or previously communicated to me, specifically:

- [Description of hidden charge 1, including amount and date]
- [Description of hidden charge 2, including amount and date]
- [Description of hidden charge 3, including amount and date]

Kindly provide a detailed explanation of the above-mentioned charges, including the nature of each fee, the reason for their inclusion, and any relevant terms from my service agreement that support these charges. If these charges were applied in error, I respectfully request that they be removed or adjusted accordingly.

I appreciate your prompt attention to this matter and look forward to receiving a detailed response at your earliest convenience. Please contact me via email or phone should you require any further information from my end.

Thank you for your cooperation.

Sincerely,
[Your Full Name]