

Sample Inquiry Letter for Increase in Monthly Service Charges

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Customer Service Department

[Service Provider Company Name]

Company Address

City, State, ZIP Code

Subject: Inquiry Regarding Increase in Monthly Service Charges

Dear Sir/Madam,

I am writing to express my concern regarding the recent increase in monthly service charges reflected in my latest billing statement for my account, [Account Number], with your company.

I would appreciate it if you could provide a detailed explanation of the reasons behind this adjustment. Specifically, I am interested in understanding the factors contributing to the increased charges and would like to request a breakdown of the new fee structure compared to the previous charges.

Additionally, I would be grateful if you could inform me of any options available to either mitigate the impact of this increase or alternative plans that may better suit my needs.

I kindly request that you address my inquiry at your earliest convenience, as this information will assist me in making an informed decision regarding the continuation of my service with your company.

Thank you in advance for your prompt attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]