

Sample Inquiry Letter for Detailed Service Charges Breakdown

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

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

Subject: Request for Detailed Breakdown of Service Charges

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to request a comprehensive breakdown of the charges related to the services provided under my account (Account/Reference Number: [Your Account Number]). While I appreciate the services rendered thus far, I would like to have a more detailed understanding of the billing to ensure full clarity and transparency.

Could you kindly provide an itemized list of all costs associated with the following services:

- The base service fee
- Additional or supplementary charges (if any)
- Taxes or surcharges
- Any one-time or recurring fees

If there are promotional discounts, penalties, or any hidden charges applied to my account, please include these as well. Having a detailed breakdown will help me better understand the overall billing structure and plan for future services effectively.

I would appreciate your prompt response to my request. Thank you in advance for your cooperation and transparency.

Sincerely,
[Your Name]