***Important note:***

*Please note that this letter should be personalised depending on your situation, namely the fields highlighted in yellow. Don’t forget to delete our comments in* ***grey*** *and this note.*

Mr/Ms

Your name

Your address

**Registered letter**

Landlord/administration

Address

Place, date

**Ancillary costs for the apartment** *(insert your address)*

Dear Mr/Mrs

I hereby confirm receipt of the ancillary costs statement for the period DD Month YYYY to DD Month YYYY.

The ancillary costs statement for this year appears very high to me, particularly as you are demanding an additional payment of CHF X.

In view of this, I respectfully request that you send me copies of the invoice receipts for all items mentioned in the statement, together with an explanation of the allocation key.

*(If necessary, if you have questions about particular items):*

Please send me additional explanations regarding the following items:

* Examples: Costs for maintenance of systems, caretaker costs, etc.

If you would like to arrange an appointment on-site, you can reach me on the following number: +41 … *(insert your telephone number)*

Yours sincerely

Name and signature