[Your address]

[Date]

To the Housing team

I’m writing about the service charge for my home at **[your address].**

You have told me that this year my service charge is £**XX**.

Last year, my service charge was £**XX**.

The increase is not reasonable because **[for example, it is more than 7%].**

Please send me details of how you calculated the increase.

Please consider this a formal complaint and send me a copy of your complaints process.

Please contact me as soon as possible to discuss this.

**[Your name]**