

# Letter of Courtesy Regarding Accidental Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding a recent charge that appeared on my account, which I believe was made in error. The charge, dated [Insert Date of Charge], was for [Insert Amount] and is in reference to [Insert Description of Charge].

Upon reviewing my account statements, I noticed that this charge does not correspond with any transactions I have made. I kindly request your assistance in investigating this matter and rectifying the charge if it is indeed a mistake.

Thank you for your attention to this matter. I appreciate your prompt response and assistance in resolving this issue.

Sincerely,

[Your Name]