

Subject: Explanation for Incorrect Fee Application

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an explanation regarding the incorrect fee that was applied to my account on [insert date of fee application].

Upon reviewing my account, I noticed that an erroneous fee of [insert amount] was charged. This was due to [briefly explain the reason, e.g., a misunderstanding of my account status, an error in billing, etc.]. I believe this charge is not applicable to my account based on [provide relevant details, e.g., terms of service, previous communications, etc.].

I kindly request that this fee be reviewed and, if deemed appropriate, reversed. Please find attached any relevant documentation to support my claim.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]