

# Letter of Dispute for Mischarged Fees

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Company Name  
Company Address  
City, State, Zip Code

Dear [Customer Service Manager],

I am writing to formally dispute a mischarged fee on my account (Account Number: [Your Account Number]). I noticed on my recent bill that I was charged [disputed amount] on [date of charge] for [description of charge].

Upon reviewing my records, I believe this charge is incorrect because [brief explanation of your reasons for dispute]. I kindly request that you investigate this matter and provide a resolution.

Please find attached any documents that support my claim. I would appreciate a confirmation of receipt of this letter and an estimated timeline for the resolution process.

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

Sincerely,  
[Your Name]