

Charge Discrepancy Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a discrepancy I have noticed on my account statement dated [insert date]. The charge in question is for [insert amount] for [insert description of service or product] which appears to be incorrect.

According to my records, I should have been charged [insert correct amount or description]. I have attached copies of my receipts and relevant documentation for your review.

Please investigate this matter at your earliest convenience, and I would appreciate a prompt response to clarify this charge. You may reach me at [your phone number] or [your email address] for any further information needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Account Number]