

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Disputed Charges

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally dispute certain charges that have appeared on my account statement dated [insert date]. I believe these charges may have been made in error, and I kindly request your assistance in resolving this matter.

The specific charges in question are as follows:

- Charge Date: [insert date] - Amount: [insert amount] - Description: [insert description]
- Charge Date: [insert date] - Amount: [insert amount] - Description: [insert description]

Attached to this letter are copies of relevant documents supporting my inquiry, including my account statement and any correspondence related to these charges.

I would appreciate your prompt assistance in investigating these charges and providing me with an update at your earliest convenience. Please feel free to reach me at [insert phone number] or [insert email address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]