

Letter of Demand for Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Demand for Review of Conflicting Charge Statements

Dear [Recipient Name],

I am writing to formally request a review of the conflicting charge statements related to my account [Account Number] dated [insert dates of conflicting statements]. I have noticed discrepancies between the stated charges and my records which need clarification.

Specifically, the charges on [insert dates] appear to be inconsistent with the services rendered. I kindly request a detailed breakdown of these charges for my review.

It is crucial for me to resolve this matter promptly. Please provide the requested information by [insert deadline date]. I appreciate your attention to this issue and look forward to your swift response.

Thank you for your cooperation.

Sincerely,

[Your Name]