

Clarification Letter for Misleading Debt Charges

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 discrepancies regarding charges associated with my account ([Your Account Number]). Upon reviewing my statements, I noticed several charges that appear misleading and require clarification.

Specifically, I would like to address the following charges:

- [Description of Charge 1] - [Amount]
- [Description of Charge 2] - [Amount]
- [Description of Charge 3] - [Amount]

I believe these charges do not accurately reflect my transactions, and I would appreciate a detailed explanation of their origin and legitimacy.

Please respond to this letter within [insert timeframe], so we can resolve this matter at the earliest convenience. I look forward to your prompt reply.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]