

Demand for Correction of Unauthorized Fees

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally demand the correction of unauthorized fees that have been charged to my account. Upon reviewing my recent statements for account #[Your Account Number], I identified several discrepancies that I believe warrant immediate attention.

Specifically, I noticed the following unauthorized fees:

- [Description of Fee 1] - [Amount] on [Date]
- [Description of Fee 2] - [Amount] on [Date]
- [Description of Fee 3] - [Amount] on [Date]

These charges are not in accordance with our agreed terms and I have not authorized them. I kindly request that you review my account and provide a correction for these charges immediately.

Please confirm that these unauthorized fees will be reversed by [provide a specific date]. If I do not receive a satisfactory response by that day, I will have no choice but to escalate this issue further.

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

Sincerely,
[Your Name]