

Client Billing Dispute Resolution

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Client City, State, Zip: [Insert City, State, Zip]

Subject: Dispute of Unapproved Charges

Dear [Client Name],

I hope this message finds you well. I am writing to bring to your attention a billing dispute regarding unapproved charges that were recently processed on your account.

Upon reviewing your billing statement dated [Insert Date], I noticed charges totaling [Insert Amount] for [Description of Charges]. However, these charges were not approved or discussed prior to billing.

I kindly request your assistance in resolving this matter promptly. Could you please investigate these charges and provide clarification? If these charges are indeed in error, I would appreciate a prompt correction and a refund if applicable.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]