

Clarification Request for Disputed Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request clarification regarding certain disputed charges that appeared on my most recent statement dated [insert date of statement]. The details of the disputed charges are as follows:

- **Charge Description:** [Description of the charge]
- **Charge Amount:** [Amount]
- **Date of Charge:** [Date]

These charges appear to be inconsistent with my understanding of the services rendered. I would appreciate it if you could provide a detailed breakdown of these charges and any relevant documentation that supports them.

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

Sincerely,

[Your Name]