

Charges Review Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of the charges applied to my account (Account Number: [Insert Account Number]) on [Insert Date of Charges]. Upon reviewing my account statement, I noticed several discrepancies that I would like to discuss further.

Specifically, the charges in question are as follows:

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

I believe that these charges warrant a closer examination and would greatly appreciate your assistance in resolving this matter. If necessary, I can provide additional documentation to support my request.

Please let me know how you would like to proceed. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]