

Service Charge Contestation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Contestation of Recurring Service Charge

I hope this message finds you well. I am writing to formally contest the recurring service charges that have appeared on my account [Your Account Number] for the past [Duration of Charges]. After reviewing my billing statements, I have noticed discrepancies that I believe warrant further investigation.

The charges in question are as follows:

- Charge Date: [Insert Date] - Amount: [Insert Amount]
- Charge Date: [Insert Date] - Amount: [Insert Amount]
- Charge Date: [Insert Date] - Amount: [Insert Amount]

I kindly request a detailed breakdown of these charges and an explanation of the service provided during this period. Additionally, I would appreciate any relevant documents that support the validity of these charges.

Please consider this letter a formal request for the review of these charges. I look forward to your prompt response within [insert time frame, e.g., 30 days] so we can resolve this matter amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]