

Complaint Regarding Service Fee

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about the service fees charged to my account (Account Number: [Your Account Number]). Upon reviewing my recent statements, I noticed that the fees applied on [specific dates] are higher than what was agreed upon in our initial contract.

I believe these charges to be incorrect/inconsistent due to [briefly explain the reason, e.g., service not rendered, fees not disclosed, etc.]. I kindly request a detailed explanation of these charges and a prompt resolution to this matter.

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

Sincerely,

[Your Name]