

# Assertion Letter for Charge Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Assertion of Charge Discrepancies

Dear [Recipient's Name],

I am writing to formally assert discrepancies I have identified in my recent account charges dated [Insert Dates]. Upon review of my account statement, I noted the following discrepancies:

- Charge on [Date] for [Amount] - [Description]
- Charge on [Date] for [Amount] - [Description]
- Charge on [Date] for [Amount] - [Description]

These charges appear to be inaccurate due to [brief explanation of why the charges are disputed]. I have attached relevant documents to support my claim.

I kindly request a review of these discrepancies and a prompt response to resolve this matter. Please contact me at your earliest convenience to discuss this issue further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]