

# Letter of Explanation for Disputed Fees

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute certain fees that have been charged to my account (Account Number: [Your Account Number]). Upon review of my recent statement dated [Statement Date], I have encountered charges that I believe require further clarification.

Specifically, I would like to address the following items:

- [Description of the disputed fee #1 and reason for dispute]
- [Description of the disputed fee #2 and reason for dispute]

I kindly request a detailed explanation for these charges and any documentation that supports their validity. I believe there may have been an error, and I am hopeful that we can resolve this matter swiftly.

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

Sincerely,

[Your Name]