

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Company's Name

Company's Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally inquire about several unexpected charges that appeared on my recent invoice dated [Invoice Date]. Upon reviewing my statement, I noticed the following charges:

- Description of Charge 1 - Amount
- Description of Charge 2 - Amount
- Description of Charge 3 - Amount

I do not recall authorizing these charges, and I would appreciate your assistance in clarifying their origin. If there is any additional information required from my end, please let me know.

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

Sincerely,

Your Name