

Letter of Dissatisfaction Regarding Incorrect Charges

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my dissatisfaction regarding incorrect charges that have appeared on my recent bill dated [insert date]. The total amount charged was [insert amount], which does not accurately reflect the services/products I received.

Specifically, I have been charged for [insert details of the incorrect charges], which I did not authorize or receive. I request a thorough review of my account and rectification of these discrepancies at your earliest convenience.

Please find attached copies of relevant documents for your reference.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]