

Customer Inquiry Regarding Unauthorized Fees

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department

Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally inquire about some unauthorized fees that have appeared on my recent account statement dated [insert date]. Upon reviewing my statement, I noticed the following charges that I do not recognize:

- [Fee 1] - [Amount] on [Date]
- [Fee 2] - [Amount] on [Date]
- [Fee 3] - [Amount] on [Date]

I kindly request your assistance in providing clarification on these charges, including the reason they were applied to my account. Additionally, I would appreciate your guidance on how to resolve this matter and ensure that my account is corrected if these fees are indeed unauthorized.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

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

Sincerely,
[Your Name]