

Letter of Demand for Fee Rectification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title/Position]
[Institution/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a rectification of the fees charged to my account, [Your Account Number/ID], for the term [Specify Term/Year]. Upon reviewing my charges, I have noticed discrepancies that require immediate attention.

According to my records, I was advised that the fee for [Specify the Service/Program] was [State the Correct Amount], but my account shows [State the Incorrect Amount]. I believe this may be due to [Mention Any Possible Reason for the Discrepancy].

Kindly find attached supporting documents that outline the correct fee structure and previous communications regarding this matter.

I appreciate your prompt attention to this issue and look forward to your response. Please contact me at [Your Phone Number] or [Your Email] should you need further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]