

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[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 inquire about some fees that I have recently noticed on my account statement dated [insert date]. The fees in question are [briefly describe the fees], which I believe may be incorrect or unjustified.

Could you please provide me with detailed information regarding these charges? Specifically, I would appreciate any clarification on how these fees were calculated and the services associated with them.

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

Sincerely,

[Your Name]