Appeal Against Incorrect Service Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Company/Agency Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally appeal against the service charge invoiced to me, dated [insert date of invoice], which I believe to be incorrect. The invoice number is [insert invoice number].

Upon reviewing the charges, I noticed discrepancies that do not align with the services rendered. [Briefly explain the reasons for your appeal, including any relevant details or evidence supporting your claim.]

I kindly request a review of this matter. I am hopeful for a resolution and would appreciate any further documentation or clarification regarding this service charge.

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

Sincerely,

[Your Name]