

Subject: Complaint Regarding Unjust Service Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally express my dissatisfaction regarding an unjust service charge that was applied to my recent bill at [Company Name] on [Date of Service]. Despite receiving [describe service], I was surprised to see an unexpected charge of [amount] added to my total.

Upon reviewing my bill and the details of the service provided, I believe that this charge is unwarranted and not in alignment with the terms presented prior to the service. I have attached the relevant documents to support my claim.

I kindly request a review of this charge and a prompt refund of the unjust amount. I would appreciate your attention to this matter at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]