

Dispute Over Erroneous Service Fee

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient's Name

Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute a service fee that was charged to my account on [insert date]. The invoice number in question is [insert invoice number]. I believe this charge is erroneous due to [briefly explain the reason for the dispute, e.g., service not rendered, incorrect billing, etc.].

According to our previous agreements and communications, I expected [insert details related to the service that justify your claim]. I kindly request that you review this matter and adjust my account accordingly.

I appreciate your prompt attention to this issue and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your cooperation.

Sincerely,
[Your Name]