

Grievance Letter for Improper Service Charge

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my grievance regarding an improper service charge that was applied to my account on [Date]. I believe that this charge is unjustified and does not reflect the service I received.

On [Date of Service], I availed myself of your services, expecting a certain level of quality and transparency. However, I noticed an unexpected charge of [Amount] on my bill, which I feel is excessive and not in line with our agreement.

As a loyal customer, I feel disappointed by this experience and request a thorough review of the charges applied to my account. I would appreciate a prompt response regarding this matter, along with a breakdown of the service charge in question.

Thank you for your attention to this matter. I hope we can resolve this issue promptly.

Sincerely,
[Your Name]