

[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 formally inquire about a disputed service charge that appeared on my recent invoice dated [Invoice Date]. The charge in question is for [describe the service charge briefly, e.g., "maintenance services" or "late payment fees"] which totals to [amount].

Based on my records, I believe this charge is incorrect due to [briefly explain your reasoning, e.g., "the services were never rendered," "I made the payment timely," etc.]. I would appreciate it if you could provide clarification regarding this matter or any supporting documentation related to the charge.

Thank you for your prompt attention to this issue. I look forward to your reply so we can resolve this matter amicably.

Sincerely,
[Your Name]