

Notification of Excessive Service Charge

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you regarding an issue concerning the service charges applied to your account with us.

Upon reviewing our records, we have identified that your recent service charge exceeds the agreed-upon amounts outlined in our contract. The standard service charge is [Insert Standard Charge], whereas your current charge is [Insert Excessive Charge].

We understand that discrepancies can occur, and we aim to address this matter promptly. Please contact our office within [Insert Number of Days] days to discuss this issue further and arrange for any necessary adjustments.

We value your business and are committed to providing you with the best service possible. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]