

Letter of Demand for Reversal of Unauthorized Fees

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the reversal of unauthorized fees that have been charged to my account [Account Number] on [Date of Charge]. These fees were applied without my consent and are erroneous according to our agreement.

Upon reviewing my recent account statements, I have identified the following charges that require immediate attention:

- Charge 1: \$[Amount] on [Date]
- Charge 2: \$[Amount] on [Date]

According to [specific policy or agreement], I believe these fees are unjustified and demand a full refund of the total amount of \$[Total Amount]. I kindly request that you investigate this matter and provide a written response within [number of days, e.g., 14 days] from the date of this letter.

Thank you for your prompt attention to this matter. I look forward to resolving this issue amicably and expeditiously.

Sincerely,

[Your Name]