

Dispute Letter Regarding Unauthorized Service Fees

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute the unauthorized service fees that I noticed on my recent statement dated [insert date of statement]. The charges in question are as follows:

- Service Fee Description: [Insert Description]
- Charge Amount: \$[Insert Amount]
- Date of Charge: [Insert Date]

I believe these charges are incorrect as they were not authorized by me and I did not receive any prior notification regarding these fees. I request a detailed explanation of these charges and a prompt resolution to reverse the unauthorized fees.

I appreciate your immediate attention to this matter and look forward to your response within [insert time frame, e.g., 30 days]. Please feel free to contact me at the phone number or email address listed above should you need any further information.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]