

[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 am writing to formally lodge a complaint regarding service fees that have been charged to my account without prior approval. On [date of service], I received [description of the service] under the understanding that the fees would be communicated and agreed upon beforehand.

However, I noticed that my invoice included an unapproved service fee of [specific amount], which was neither discussed nor authorized by me. I believe it is essential for businesses to maintain transparency and clear communication regarding charges incurred by customers.

I kindly request a proper review of this matter and a prompt refund of the unapproved fees charged to my account. I would appreciate a response by [specific date] to resolve this issue amicably.

Thank you for your attention to this matter. I hope to hear from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]