

# Grievance Regarding Unknown Service Charges

[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]

## **Subject: Grievance Regarding Unexplained Service Charges**

Dear [Recipient's Name],

I am writing to formally express my grievance regarding several service charges that have been applied to my account without prior notification or explanation. My account number is [Your Account Number].

Upon reviewing my recent statements dated [Date of Statement], I noticed charges amounting to [Total Amount] that do not correspond to any service I have utilized. I kindly request a detailed breakdown of these charges and an explanation as to why they were applied.

As a loyal customer, I value transparency in billing and would appreciate your prompt attention to this matter. I believe all charges should be clearly stated and justified, and I hope to resolve this issue amicably.

I look forward to your swift response within [specify a time frame, e.g., 14 days]. Thank you for your attention to this matter.

Sincerely,

[Your Name]