

Letter of Objection to Unapproved Service Charges

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally object to the service charges outlined in the recent statement received on [date of the statement]. Upon reviewing the charges, I noticed that several of these charges appear to be unapproved and do not align with our previous agreements.

Specifically, I would like to contest the following charges:

- Charge 1: [Description] - [Amount]
- Charge 2: [Description] - [Amount]
- Charge 3: [Description] - [Amount]

As per our agreement, any additional charges should be communicated and approved prior to being assessed. I kindly request a detailed breakdown of these charges and an explanation as to why they were applied without prior approval.

Thank you for your attention to this matter. I look forward to your prompt response to resolve this issue amicably.

Sincerely,

[Your Name]