

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Rental Company Name
Company Address
City, State, Zip Code

Dear [Rental Company Manager's Name],

I am writing to formally express my dissatisfaction regarding the rental equipment fees I was charged during my recent transaction with your company on [date of rental]. The reference number for this transaction is [reference number].

Upon reviewing the invoice, I noticed several discrepancies that I believe warrant a reconsideration of the charges applied. Specifically, [briefly list the specific issues with the fees, e.g., overcharges, unauthorized fees, etc.].

According to our agreement and your stated pricing policy, I expected the fees to be [explain what you anticipated based on the policy]. However, the charges I received do not reflect this and seem unjustified.

I kindly request a thorough review of my account and the invoice in question. I ask for your prompt attention to this matter and hope to receive a response within [specify a timeframe, e.g., 14 days].

Thank you for your attention to this issue. I look forward to your prompt resolution.

Sincerely,
[Your Name]