

# Letter of Complaint Regarding Erroneous Fee

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about an erroneous fee that has been charged to my account [Account Number] on [Date of Charge]. The fee in question is [Type of Fee] amounting to [Amount].

Upon reviewing my account, I believe this fee has been incorrectly assessed because [brief explanation of why the fee is erroneous]. I request a prompt investigation into this matter and a correction of my account accordingly.

Attached are copies of relevant documents, including [list any attachments, if applicable].

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

Sincerely,

[Your Name]