

Overcharge Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about a recent charge that appeared on my account dated [Insert Date]. The amount charged was [Insert Amount], which seems to be higher than I anticipated based on our prior agreement.

In order to resolve this matter swiftly, I would appreciate any clarification regarding this overcharge. Specifically, I would like to understand the following:

- Detailed breakdown of the charges
- Reason for the discrepancy
- Correction process, if applicable

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

Sincerely,

[Your Name]