

Notice of Dispute Regarding Capital Improvement Fees

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute the capital improvement fees charged on my account for the property located at [Property Address]. Upon reviewing the charges, I believe there has been an error that warrants further investigation.

The specific fees in question are as follows:

- Fee Description: [Insert Description] - Amount: [Insert Amount]
- Fee Description: [Insert Description] - Amount: [Insert Amount]
- Fee Description: [Insert Description] - Amount: [Insert Amount]

According to [reference any lease agreement, policy, or law applicable], I believe that these charges are not justified due to [brief explanation of your reasoning]. I kindly request a detailed breakdown of the fees assessed and any supporting documentation that validates these charges.

Please consider this letter an official notice of dispute. I would appreciate a written response by [insert a reasonable date, e.g., two weeks from the date of this letter], so we can resolve this issue promptly.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]