

Challenge to Irregular Charges

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

Company Name
Company Address
City, State, Zip Code

Dear [Customer Service/Specific Name],

I am writing to formally challenge the recent charges applied to my account (Account Number: [Your Account Number]) for the billing period of [Insert Billing Period]. Upon reviewing my statement, I noticed several irregular charges that I believe require clarification.

Specifically, I would like to address the following charges:

- [Describe Charge 1: Amount, Date, Description]
- [Describe Charge 2: Amount, Date, Description]
- [Describe Charge 3: Amount, Date, Description]

I kindly request a detailed explanation and any supporting documentation related to these charges. Additionally, I would appreciate it if you could review these charges and provide me with a resolution at your earliest convenience.

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

Sincerely,
[Your Name]