

Grievance Letter Regarding Surprise Expenses

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

Recipient's Name
Recipient's Position
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding unexpected expenses that have recently come to my attention. On [date of occurrence], I was charged [specific amount] for [describe the expense]. I was taken aback, as I was not informed beforehand nor is this charge consistent with my prior experiences.

These surprise expenses have caused financial strain and have impacted my trust in your services. I kindly request that you review this incident and provide clarification as to why these charges were incurred without prior notice.

I look forward to your prompt response to this matter and an explanation that can resolve my concerns.

Thank you for your attention to this issue.

Sincerely,
[Your Name]