

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

[Date]

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

Dear [Recipient's Name],

I am writing to bring to your attention an issue I have encountered regarding hidden charges associated with my recent transaction with your company on [date of transaction]. Upon reviewing the invoice, I noticed charges that were not disclosed prior to the purchase.

Specifically, the charges include [list specific hidden charges and any relevant details]. I would appreciate it if you could provide clarity on these charges and explain why they were not outlined in the initial agreement.

As a loyal customer, I value transparency in all transactions, and I hope to resolve this matter promptly. Please let me know how we can address this issue, and if there are any steps I need to take on my part.

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

Sincerely,
[Your Name]