

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my objection to the unexpected costs that have been recently incurred in relation to [specify the service/product].

On [date], I received a notification regarding an increase in costs amounting to [specific amount]. This was unexpected and not previously communicated in our agreement/contract. According to our original terms, [reference any relevant agreement or contract terms].

Given the circumstances, I would appreciate clarification regarding the nature of these additional costs and the reasons behind them. It is imperative for me to understand this situation to proceed appropriately.

I request a detailed breakdown of the costs incurred and would like to discuss possible resolutions, including the possibility of reversing the charges. I believe open communication will help us reach a satisfactory conclusion.

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

Sincerely,  
[Your Name]