

Disputed Unauthorized Fee Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute the unauthorized fee of [insert fee amount] charged to my account on [insert date]. I believe this charge was applied in error, as I did not authorize this transaction.

Account Number: [Insert Account Number]

Date of Charge: [Insert Date]

According to my records, I have not agreed to any terms or services that would incur this fee. I kindly request that you review this matter and provide clarification regarding the charges applied.

Furthermore, I request that the charge be reversed and my account be adjusted accordingly.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]