

Disputed Charges Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute discrepancies I found in my recent account statement dated [Insert Date]. Specifically, there are charges totaling [Insert Amount] that I believe are incorrect.

The disputed charges include:

- [Charge Description 1] - [Amount] - [Date]
- [Charge Description 2] - [Amount] - [Date]
- [Charge Description 3] - [Amount] - [Date]

Upon reviewing my records, I found that these charges were either unauthorized or do not reflect the actual transaction that took place. I have enclosed supporting documentation to substantiate my claim.

I kindly request that you investigate these charges and provide an explanation. If the charges are indeed in error, I would appreciate a prompt correction to my account.

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

Sincerely,

[Your Name]

[Your Account Number]