

Subject: Notification of Erroneous Fee Adjustment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention an erroneous fee adjustment that has recently been made to my account ([Account Number]). Upon reviewing my statement, I have identified an inconsistency regarding the fees applied on [Insert Date].

The fee in question is [Describe the fee], which amounts to [Amount]. It appears that this charge was applied incorrectly due to [Briefly explain the reason, if known]. As per our agreement, I believe that this fee should not have been assessed.

I kindly request that you review this matter at your earliest convenience and provide clarification regarding the charge. I would appreciate any documentation you could provide that supports this adjustment.

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

Sincerely,

[Your Name]

[Your Contact Information]