

# Letter Addressing a Wrongful Charge

**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 am writing to formally address an issue regarding a charge that was applied to my account on [date of charge]. The charge, amounting to [amount], was made for [description of charge].

Upon reviewing my account details, I believe this charge to be erroneous due to the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I kindly request that you review this matter at your earliest convenience and rectify the charge. Please find attached any relevant documentation supporting my claim.

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

Sincerely,  
[Your Name]