

# Legal Charge Dispute Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address the disputes regarding the charges applied to my account, reference number [Insert Reference Number]. Upon reviewing my recent statements, I have identified several discrepancies that I would like to clarify.

The charges in question are as follows:

- Charge Date: [Insert Date] - Amount: [Insert Amount] - Reason: [Insert Reason for Dispute]
- Charge Date: [Insert Date] - Amount: [Insert Amount] - Reason: [Insert Reason for Dispute]

I believe these charges are incorrect due to [Insert Reason for Dispute]. I have attached copies of relevant documents, including [List Attached Documents].

In accordance with [Insert Relevant Policy/Regulation], I kindly request a review of these charges and a prompt response to this matter. I look forward to your cooperation in resolving this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]