

Appeal Against Incorrect Fee Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the fee assessed to my account on [insert date]. The charge in question is [insert amount] for [insert description of the fee].

Upon reviewing my account and the terms outlined in our agreement, I believe this fee has been incorrectly applied due to [insert reason for contesting the fee, e.g., a billing error, misunderstanding, etc.]. I have attached [mention any supporting documents, if applicable] to further substantiate my claim.

I kindly request a thorough review of my appeal and a prompt response to rectify this matter. I value our relationship and appreciate your attention to this issue.

Thank you for considering my appeal. I look forward to your reply.

Sincerely,

[Your Name]

[Your Account Number]