

Complaint Letter Regarding Service Charge Inconsistency

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address an issue I have encountered regarding the inconsistency in service charges on my recent bills dated [Insert Dates of Bills]. Upon reviewing my accounts, I noticed that the service charges applied do not align with the agreed-upon rates outlined in our contract.

Specifically, the charges for [briefly describe the services] have fluctuated significantly without prior notification or justification. This has resulted in confusion and an unexpected increase in my overall expenses.

I kindly ask for a detailed explanation of the discrepancy and a review of the service charges applied to my account. I believe it is essential to uphold transparency in our dealings, and I trust that you will address this matter promptly.

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

Sincerely,

[Your Name]