

Letter Addressing Erroneous Membership Charges

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Dispute of Erroneous Membership Charges

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally address a discrepancy I have noticed in my recent membership billing statement.

On [date of charge], I was charged [amount] for my membership, which I believe to be incorrect. According to my records, my understanding was that my membership fee would be [correct amount or details], and I did not authorize this additional charge.

I kindly request a review of my account and the reversal of any erroneous charges. Attached to this letter, you will find supporting documents, including my billing statements and correspondence related to my membership.

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

Sincerely,

[Your Name]

[Your Membership ID, if applicable]