

Membership Fee Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally dispute a charge related to my membership fee for [insert service or organization], which was processed on [insert date]. After reviewing my statement, I found that I was charged [insert amount] instead of [insert amount you believe is correct].

I believe this discrepancy may have occurred due to [insert explanation, e.g., an error in billing, misunderstanding of membership terms, etc.]. I kindly request that you investigate this matter and provide clarification regarding the charges.

If needed, I have attached relevant documentation to support my claim.

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

Sincerely,

[Your Name]