

# Notification of Excessive Charge Review

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are reaching out regarding your recent account statement dated [Insert Statement Date], which reflects an excessive charge of [Insert Amount] on your account.

To ensure accuracy and maintain transparency, we would like to review this charge with you. Please provide any relevant documentation or information that may assist in our review process.

We appreciate your prompt attention to this matter and look forward to resolving it at your earliest convenience.

If you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]