

Late Fee Dispute Letter

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 dispute the late fee of [insert amount] that has been charged to my account for the service charges dated [insert date]. I believe this fee has been applied in error.

[Explain the reason for the dispute, such as having paid on time, discrepancies in billing, or lack of notification regarding late fees.]

I kindly request that you review my account details and reconsider the imposition of this late fee. Attached are copies of relevant documents for your reference.

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

Sincerely,

[Your Name]