

# Dispute Over Lost Key Replacement Charge

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Dispute of Lost Key Replacement Charge**

Dear [Recipient's Name],

I am writing to formally dispute the charge of \$[amount] for the replacement of a lost key associated with my account [account number or reference]. I believe this charge is unwarranted due to [brief reason for the dispute, e.g., circumstances around the loss, previous communications regarding key policy, etc.].

According to my understanding of our agreement and the circumstances at hand, I do not believe it is fair to hold me responsible for this fee. I have been a loyal customer since [mention duration] and have always adhered to the policies outlined in our agreement.

I would appreciate it if you could review my account and reconsider this charge. I am hopeful for a resolution that acknowledges my concerns and maintains our positive relationship.

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

Sincerely,

[Your Name]