

Disputed Charge Clarification

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

We are writing to address your recent concern regarding the charge of [Insert Amount] on your account dated [Insert Date]. We appreciate your prompt communication on this matter.

After a thorough review of your account, we have found that the charge in question is associated with [Explain Reason for Charge - e.g., late fee, service charge, etc.]. According to our records, this charge was applied because [Provide Specific Details about the situation].

If you believe this charge is erroneous, please provide any supporting documentation you have for our review. We take disputes seriously and are committed to resolving them in a timely manner.

Thank you for your attention to this matter. We look forward to your response so that we can resolve this issue swiftly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]