

Monthly Payment Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[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 monthly payment due on [insert date], associated with my account number [insert account number]. Upon reviewing my statements, I have noticed discrepancies that I believe warrant your attention.

Specifically, [briefly describe the nature of the dispute, including any relevant details such as amounts or specific charges]. I have attached copies of relevant documents for your reference.

Given the circumstances, I request a thorough review of my account and an adjustment where necessary. Please respond to this dispute within [insert number of days] days of receiving this letter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]