

# Letter to Challenge Incorrect Charges

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally challenge the incorrect charges listed in my recent statement dated [insert statement date]. After reviewing the details, I found discrepancies that I believe require correction.

The following charges are the ones I would like to dispute:

- Charge Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]
- Charge Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]

According to my records, these charges appear to be incorrect because [briefly explain reason for dispute]. I kindly request that you review this matter and adjust my account accordingly.

I appreciate your prompt attention to this issue. Please let me know how you plan to proceed. I can be reached at [Your Phone Number] or [Your Email Address] if you need further information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]