

Fee Installment Payment Dispute Resolution

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Institution/Company Name]
[Address Line 1]
[Address Line 2]

Dear [Recipient's Name],

I am writing to formally dispute the fee installment payment arrangement made on [insert date of agreement]. I believe there has been an error regarding the amount due or the terms of the payment schedule.

Details of the dispute:

- Account Number: [Insert Account Number]
- Original Agreement Date: [Insert Date]
- Disputed Amount: [Insert Amount]
- Reason for Dispute: [Explain reason briefly]

I kindly request a review of this matter and a detailed explanation of the charges incurred. Additionally, I would appreciate any documentation regarding the terms of the fee installment agreement.

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

Sincerely,
[Your Name]
[Your Address Line 1]
[Your Address Line 2]
[Your Phone Number]
[Your Email Address]