

Dispute of Additional Service Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Airline Company Name]

[Airline Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute additional service charges applied to my recent flight reservation with your airline. The details of the flight are as follows:

Flight Number: [Insert Flight Number]

Date of Travel: [Insert Date]

Booking Reference Number: [Insert Reference Number]

Upon reviewing my invoice, I noticed additional charges totaling [Insert Amount] for services that were not requested or clearly communicated at the time of booking. I believe these charges to be erroneous and seek your assistance in resolving this matter.

I kindly ask for a review of my account and an explanation for these additional charges. I would like to request a refund of the disputed amount if it is determined that these charges are indeed in error.

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

Sincerely,

[Your Name]