

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally inquire about the recent charges that were applied to our account as part of the vendor fees for our last transaction. Upon review, we have identified some discrepancies that merit clarification.

Specifically, we believe that the fees listed under [specific item or service] do not align with our initial agreement dated [date of agreement], which outlined different terms. We value our relationship and would appreciate your assistance in reviewing these charges.

Could you please provide detailed explanations for the contested fees at your earliest convenience? I am keen to resolve this matter promptly and amicably.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]