

Letter of Dispute Regarding College Application Fee Charge

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

[College/University Name]
[Office of Admissions]
[College Address]
[City, State, Zip Code]

Dear Admissions Office,

I hope this letter finds you well. I am writing to formally dispute the application fee charge of [amount] that was applied to my account on [date]. My application ID is [application ID].

Upon reviewing my application details, I believe there has been an error regarding this charge. [Briefly explain the reason for your dispute, e.g., you were granted a waiver, or you have already paid the fee].

I kindly request that you review my application and rectify this charge at your earliest convenience. I have attached copies of any relevant documents for your reference.

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

Sincerely,

[Your Name]