

Letter of Acknowledgment for Service Charge Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge the error regarding the service charges that were applied to my account ([Insert Account Number]) for the billing period of [Insert Billing Period].

Upon reviewing my statement, I noticed that the service charge amount of [Insert Incorrect Charge] was incorrectly calculated, and the correct amount should be [Insert Correct Charge]. I appreciate your attention to this matter and your commitment to resolving it promptly.

Please confirm the receipt of this letter and provide an update on how we can rectify this issue at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]