

# Letter of Explanation for Erroneous Service Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding erroneous service fees that were applied to my account on [Insert Date].

Upon reviewing my account statement, I noticed a charge of [Insert Amount] which appears to be incorrect based on our agreed-upon terms and the services rendered.

I kindly request a detailed explanation for this charge, as well as any documentation that verifies its legitimacy. I believe this may have been a processing error, as I was under the impression that my account is in good standing.

I appreciate your attention to this matter and look forward to resolving it promptly. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your time and understanding.

Sincerely,

[Your Name]