

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the cancellation of the convenience fee applied to my recent utility bill dated [insert bill date], account number [insert account number]. I believe this fee was applied in error as [briefly explain reason for dispute, e.g., "I opted for the standard payment method which should not incur additional charges"].

I would appreciate your prompt attention to this matter and a refund of the disputed convenience fee amounting to [insert fee amount]. Please feel free to contact me at [insert your phone number] or [insert your email address] should you require any further information.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]