

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about the excessive charges that have been applied to my account ([Account Number]) with your company, which I believe to be unfair and inaccurate.

Upon reviewing my recent statements, I noticed several charges that do not align with my understanding of the agreed-upon rates and services. Specifically, I would like to contest the following charges:

- [Description of Charge 1] - Amount: [Charge Amount]
- [Description of Charge 2] - Amount: [Charge Amount]
- [Description of Charge 3] - Amount: [Charge Amount]

I kindly request a thorough review of my account and these charges. I would appreciate a prompt response to this matter, as I believe it is crucial to resolve this issue quickly. Please find attached copies of relevant documents supporting my claim.

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

Sincerely,  
[Your Name]