

Formal Complaint Regarding Unapproved Fees

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the unapproved fees that were charged to my account on [date of transaction].

Despite our agreement, I noticed a charge of [specific amount] for [describe the service or fee]. This fee was not mentioned in our original agreement, and I did not authorize any additional charges beyond what we agreed upon.

I kindly request a detailed explanation of this charge and the cancellation of the fee. I believe it is essential to resolve this matter promptly to maintain our professional relationship.

Thank you for your attention to this issue. I expect to hear from you soon to resolve this matter amicably.

Sincerely,
[Your Name]