

[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 incorrect charges that have appeared on my account, number [Your Account Number], dated [Date of Charges]. Upon reviewing my account statements, I noticed discrepancies that I believe warrant your immediate attention.

Specifically, the charges in question are as follows:

- Charge Description 1 - Amount - Date
- Charge Description 2 - Amount - Date

These charges do not correspond to the services I received and I kindly request an investigation into this matter. Enclosed are copies of my account statements and any relevant documentation supporting my claim.

I would appreciate a prompt resolution to this issue and a written response regarding your findings and the action steps to be taken. Thank you for attending to this matter swiftly.

Sincerely,

[Your Name]