

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

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my concerns regarding the inconsistencies I have observed in the service charges applied to my account. As a loyal customer, I believe it is important to bring this matter to your attention.

During my recent review of my billing statements, I noticed discrepancies in the service charges that do not align with the policy outlined in our agreement. Specifically, the charges for [specific dates or services] appear to be higher than what was previously communicated.

I would appreciate it if you could provide clarification on this matter and review my account for any potential errors. Ensuring transparency and accuracy in billing is essential to maintaining trust between us.

Thank you for your prompt attention to this issue. I look forward to your response.

Sincerely,
[Your Name]