

Formal Complaint Regarding Unrecognized Purchase Fees

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally raise my concern regarding recent fees that have appeared on my account with [Company's Name]. On [date of the transaction], I made a purchase, and to my surprise, I have been charged additional fees that I did not authorize or recognize.

According to my records, the total purchase amount was [insert amount], and I was not made aware of any extra charges at the time of transaction. I kindly request a detailed breakdown of these fees and an explanation as to why they were applied.

As a loyal customer, I believe it is important for all fees to be transparent and justifiable. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for addressing this issue. I hope to resolve this matter quickly and amicably.

Sincerely,

[Your Name]