

Sample Inquiry Letter for Service Charges Refund Request

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

[Service Provider Name]
[Customer Service Department]
[Provider Address]
[City, State, Zip Code]

Subject: Request for Refund of Service Charges

Dear [Recipient's Name or "Customer Service Manager"],

I am writing to formally request a refund for service charges applied to my account, [Account Number], on [Date of Charge(s)]. Upon reviewing my recent bill/statement, I noticed a charge of [amount] categorized as [description of charge] which I believe to be incorrect.

To provide context, [briefly explain the situation-e.g., your understanding of the charge, previous agreements, or specific reasons why the charge is believed to be erroneous or unwarranted]. I have attached copies of relevant documents, including my billing statement and any prior correspondence, for your reference.

I kindly request that you investigate this matter at your earliest convenience and process a refund for the mentioned amount. I value my relationship with [Service Provider Name] and trust this issue can be resolved promptly.

Please let me know if further information is required. I look forward to your response within [reasonable timeframe, e.g., 7-10 business days].

Thank you for your attention to this matter.

Sincerely,
[Your Name]