

Sample Complaint Letter for Unexplained Fees in Banking Bill

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

[Bank Name]
[Bank Branch or Customer Service Department]
[Bank Address]
[City, State, ZIP Code]

Subject: Dispute of Unexplained Fees on Banking Bill

Dear [Bank Manager/Customer Service],

I am writing to formally dispute several unexplained fees that have appeared on my recent banking statement dated [Statement Date] for account number [Account Number]. Upon careful review, I noticed the following charges, which I do not recognize or recall authorizing:

- [Date] â€“ [Fee Description] â€“ [\$Amount]
- [Date] â€“ [Fee Description] â€“ [\$Amount]
- [Date] â€“ [Fee Description] â€“ [\$Amount]

I respectfully request that you investigate these charges and provide a detailed explanation for each. If these fees are found to be erroneous or unauthorized, I ask that they be promptly refunded to my account.

Please acknowledge receipt of this letter and inform me of the outcome of your investigation at your earliest convenience. I have attached a copy of my statement, highlighting the disputed charges, for your reference.

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

Sincerely,
[Your Name]