

Sample Written Inquiry Letter for Disputed Service Charges

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

[Service Provider Name]
[Billing Department Address]
[City, State ZIP Code]

Subject: Inquiry Regarding Disputed Service Charges – Account #[Account Number]

Dear [Billing Department/Customer Service Manager],

I am writing to formally dispute the service charges posted to my account (Account Number: [Insert Account Number]) on [Date(s) of Disputed Charge(s)]. Upon reviewing my recent statement, I noticed the following charges which appear to be incorrect or unauthorized:

- [Description of Disputed Charge 1] - \$[Amount] on [Date]
- [Description of Disputed Charge 2] - \$[Amount] on [Date]

I request a detailed explanation of these charges, including a breakdown of the services provided and supporting documentation. If these charges are determined to be in error, I kindly request that they be removed from my account and that I receive an updated statement reflecting the correction.

I would appreciate a prompt investigation into this matter. Please contact me at your earliest convenience should you require any additional information. I look forward to your response within [reasonable timeframe, e.g., 14 days] and a timely resolution.

Thank you for your attention to this matter.

Sincerely,
[Your Name]