

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

Subject: Dispute of Service Fees

Dear [Bank Customer Service/Specific Department Name],

I am writing to formally dispute the [specific service fee, e.g., monthly maintenance fee] charged to my account [Your Account Number] on [Date of Charge].

I believe this charge is incorrect due to [brief explanation of your reason, e.g., account type waives this fee, was not notified about the fee, etc.].

I would appreciate your prompt attention to this matter and a reversal of the fee. Please find attached any relevant documentation supporting my dispute.

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

Sincerely,
[Your Name]