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

[Date]

[Bank or Financial Institution Name]
[Department Name, e.g., Customer Service / Billing Disputes]
[Address]
[City, State, Zip Code]

Subject: Formal Grievance Regarding Interest Calculation on Line of Credit - Account #[Your Account Number]

Dear Customer Service Manager,

I am writing to formally dispute the interest charges applied to my Line of Credit account for the billing cycle ending on [Date of Statement].

Upon reviewing my statement, I believe there is an error in how the interest was calculated. According to my records and the terms of my agreement, the interest charged for this period was [Amount Charged], whereas my calculations indicate it should have been [Amount You Believe is Correct].

My grievance is based on the following observation(s):
- [Reason 1: e.g., Incorrect Daily Balance used for calculation]
- [Reason 2: e.g., Failure to apply the promotional interest rate agreed upon]
- [Reason 3: e.g., Late application of a payment which resulted in higher interest]

I have attached copies of my statement and my manual calculations for your reference. I request that you review my account, provide a detailed breakdown of how the interest was calculated for this period, and apply the necessary corrections and credits to my balance.

Please provide a written response regarding the resolution of this matter within [Number of Days, e.g., 14] business days. Thank you for your prompt attention to this discrepancy.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List attached documents, e.g., Statement Copy, Payment Receipts]