

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Recipient Title/Department]  
[Company or Agency Name]  
[Address]

**RE: Request for Audit of Assessed Interest Charges - Account No: [Your Account Number]**

Dear [Recipient Name],

I am writing to formally request a detailed audit and explanation of the interest charges recently assessed on my account. According to my latest statement dated [Date], I have been charged a total of [Interest Amount] in interest fees.

I believe there may be a discrepancy in how these charges were calculated. Therefore, I request a line-item breakdown that includes:

- The principal balance used for the calculation.
- The specific interest rate applied.
- The exact period (dates) for which the interest was charged.
- The formula or method used for the calculation (e.g., daily balance, average daily balance).

Please provide this information in writing within [Number] business days. Until this matter is clarified, I request that any further late fees or interest related to this specific amount be suspended.

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

Sincerely,

[Your Signature]

[Your Printed Name]