

[Your Name]
[Your Address]
[Your Phone Number]
[Your Account Number]

[Date]

[Customer Service Department]
[Company Name]
[Company Address]

Subject: Request for Fee Reversal due to Billing Cycle Error

Dear Customer Service Team,

I am writing to formally request a reversal of the [Type of Fee, e.g., Late Fee/Interest Charge] in the amount of \$[Amount] charged to my account on [Date].

This charge appears to be the result of a billing cycle error. [Briefly describe error, e.g., The statement was not generated on the usual date / The payment due date was moved without notice / A technical delay occurred during the processing period].

Records show that my payment was initiated on [Date], which should have been within the standard grace period had the billing cycle functioned correctly. As my payment history is otherwise consistently on time, I ask that you remove this fee as a courtesy due to this administrative discrepancy.

Please confirm once the adjustment has been made to my account balance. Thank you for your assistance in resolving this matter.

Sincerely,

[Your Signature]
[Your Printed Name]