

**SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

[Date]

[Recipient Name/Legal Department]

[Corporate Entity Name]

[Street Address]

[City, State, Zip Code]

**RE: FORMAL DEMAND FOR REFUND OF IMPROPER PENALTY FEES**

**Account Number:** [Your Account Number]

**Total Disputed Amount:** \$[Amount]

To Whom It May Concern,

Please accept this letter as a formal demand for payment regarding penalty fees assessed against the above-referenced corporate account between [Start Date] and [End Date].

After a thorough review of our records and the governing Service Agreement, we have determined that the fees totaling \$[Amount] were assessed improperly for the following reason(s):

- [Reason 1: e.g., Lack of contractual authorization]
- [Reason 2: e.g., Error in calculation or double-billing]
- [Reason 3: e.g., Failure to provide required notice prior to assessment]

Despite previous attempts to resolve this matter through standard customer service channels, the disputed charges remain outstanding. These fees constitute an unjust enrichment and a breach of the terms of our professional relationship.

**DEMAND IS HEREBY MADE** that you remit the full amount of \$[Amount] to the address listed below within [Number, e.g., 14] business days of the date of this letter.

If this matter is not resolved by [Deadline Date], we are prepared to pursue all available legal remedies to recover the funds, which may include the initiation of formal litigation. Please be advised that in the event of a lawsuit, we will also seek the recovery of interest, court costs, and reasonable attorney's fees to the fullest extent permitted by law.

We remain open to an amicable resolution and look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]  
[Phone Number]  
[Email Address]