

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

[Date]

[Name of Recipient/Department]
[Name of Institution]
[Address of Institution]

Subject: Formal Grievance Regarding Unauthorized Fees After Account Closure Request

Dear [Recipient Name or Customer Service Department],

I am writing to formally lodge a grievance regarding unauthorized charges applied to my account [Account Number] after I submitted a formal request to close the account on [Date of Closure Request].

Despite my request to terminate the service/account, I have noticed the following charges on my recent statement dated [Date of Statement]:

- [Description of Fee 1]: [Amount]
- [Description of Fee 2]: [Amount]

I followed all required procedures to close this account. As of [Date of Closure Request], I no longer authorized any further transactions or maintenance fees. I have attached a copy of my initial closure request and the confirmation received (if applicable) for your reference.

I request that you immediately:

1. Reverse all unauthorized fees applied after the closure request date.
2. Provide written confirmation that the account is closed with a zero balance.
3. Ensure that no negative information regarding these disputed fees is reported to any credit bureaus.

Please resolve this matter within [Number] business days. I look forward to your prompt response confirming that these corrections have been made.

Sincerely,

[Your Signature]

[Your Printed Name]