

Disagreement Letter Regarding a Mistaken Deduction

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

I was shopping at your store last Sunday when I used my debit card to pay for the items that I had bought. The total bill was \$200 as per the shopping receipt that the man at the counter gave me; however, I realized later that deduction of \$50 other than \$200 was made on my card. Because I was in a hurry I could not check the debit card deduction notification on my phone. \$50 is not a small amount to give it away without any reason. I'm sure this was only a mistake and can be fixed therefore; I request you to kindly look into this matter and refund me whatever was charged in extra. As a proof, I have attached the essential documents i.e. the shopping receipt bill, debit card bills.

Hoping for a prompt rectification of this problem! Thank you.

Sincerely,

[Your Name]

[Your Title] -Optional-