

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Company/Entity Name]
[Address]
[City, State, Zip Code]

RE: Notice of Good Faith Attempt to Resolve Dispute Regarding Alleged Fiduciary Breach in Billing Practices

Dear [Recipient Name],

This letter serves as a formal good faith attempt to resolve a dispute concerning your organization's billing practices, which I believe constitute a breach of fiduciary duty. Specifically, I am writing to address the following discrepancies identified in my account/contract [Account/Contract Number]:

- [Description of specific billing error or unauthorized charge 1]
- [Description of specific billing error or unauthorized charge 2]
- [Description of the specific fiduciary duty alleged to be breached, e.g., duty of loyalty, duty of care, or duty of disclosure]

As a fiduciary, your organization is legally and ethically obligated to act in my best interests and to maintain transparent and accurate financial records. The aforementioned practices appear to conflict with these obligations.

In the interest of resolving this matter without pursuing formal legal action or reporting this incident to regulatory authorities, I propose the following resolution:

- [Desired Outcome 1, e.g., Immediate credit/refund of \$X.XX]
- [Desired Outcome 2, e.g., A detailed audit of all charges for the period of X to Y]
- [Desired Outcome 3, e.g., Written confirmation that billing procedures have been corrected]

I have attached supporting documentation, including [list of documents, e.g., invoices, bank statements, or prior correspondence], to assist in your review of this matter.

I request a written response to this proposal by [Date, typically 10-14 days from receipt]. I remain hopeful that we can reach an amicable resolution. However, if I do not hear from you by the stated deadline, I will be forced to consider further steps to protect my interests.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]