

Letter of Appeal Against Unauthorized Deduction

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

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal against an unauthorized deduction that has been made from my account on [Date of Deduction]. The amount deducted is [Amount] and I have not given permission for this transaction.

Upon reviewing my account statement, I noticed this deduction which I believe is a mistake. I kindly request that you investigate this matter and provide clarification regarding the reason behind this deduction.

As a loyal customer, I value my relationship with [Company Name] and hope to resolve this issue amicably. I appreciate your prompt attention to this matter and look forward to hearing from you soon.

Thank you for your assistance.

Sincerely,
[Your Name]