

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the recent payment adjustment made to my account, [Account Number or Reference], dated [Date of Adjustment]. After reviewing the details of the adjustment, I believe there has been an error that adversely affects my account.

[Briefly explain the reason for your appeal, including any relevant details such as incorrect amounts, missing payments, or misunderstanding regarding terms. Include any supporting evidence if applicable.]

I kindly request a reconsideration of this payment adjustment and a thorough review of my account records. I have attached any relevant documents that support my case for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]