

Appeal Letter for Incorrect Statement Charges

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Appeal Against Incorrect Statement Charges

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the charges listed on my recent account statement dated [Insert Statement Date]. Upon reviewing my account, I noticed discrepancies that I believe reflect incorrect charges.

The following charges are in question:

- [Charge Item 1 - description and amount]
- [Charge Item 2 - description and amount]
- [Charge Item 3 - description and amount]

Based on my records and previous communications, these charges do not align with the services provided, and I would appreciate your assistance in resolving this matter.

I kindly request a thorough review of my account statement and a detailed explanation of these charges. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any additional information you may require.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Account Number]