

# Grievance Letter for Unapproved Debt Levy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my grievance regarding the unapproved debt levy that has been imposed on my account. My account number is [insert account number]. I was never notified nor gave consent for this levy, and I believe it to be unjust and unwarranted.

According to my records, I have fulfilled all financial obligations and have not received any prior communication concerning this debt. I kindly request a detailed explanation of the reasoning behind this action and a full review of my account.

Additionally, I would appreciate it if you could provide the necessary documentation that supports the legitimacy of this levy. Until this issue is resolved, I request the immediate suspension of any further collections or actions against my account.

Thank you for your prompt attention to this matter. I hope to resolve this issue amicably and look forward to your swift response.

Sincerely,

[Your Name]