

Appeal for Erroneous Charge

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email Address] [Your Phone Number]

Customer Service Department

[Company Name] [Company Address] [City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally appeal an erroneous charge applied to my account on [Insert Date of Charge]. The amount charged was [Insert Amount], identified in my billing statement as [Reference Detail of Charge].

Upon reviewing my transactions, I believe this charge is incorrect due to [briefly explain reason, e.g., duplicate charge, cancellation of service, etc.]. I have attached relevant documents, including my billing statement and any correspondence that supports my claim.

I kindly request that this charge be reviewed and adjusted accordingly. I appreciate your attention to this matter and hope for a prompt resolution. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require further information.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]