

Letter of Acknowledgment for Unauthorized Adjustments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the recent adjustments made to my account, which I believe were unauthorized. After reviewing my records and statements, it has come to my attention that [briefly describe the unauthorized adjustments].

I kindly request that these adjustments be reviewed and rectified at your earliest convenience. Additionally, I would appreciate confirmation of this acknowledgment and the steps that will be taken to resolve this matter.

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

Sincerely,

[Your Name]