

Consumer Appeal for Correction of Overcharges

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your City, State, Zip: [Insert City, State, Zip]

Email: [Insert Email]

Phone Number: [Insert Phone Number]

To: [Company Name]

Address: [Company Address]

City, State, Zip: [Company City, State, Zip]

Dear [Customer Service Manager/Relevant Department],

I am writing to formally appeal for a correction regarding overcharges that have been applied to my recent bill. After reviewing my account statement for the period of [Insert relevant dates], I noticed discrepancies that require your immediate attention.

Details of the overcharges are as follows:

- Account Number: [Insert Account Number]
- Date of Charge: [Insert Date]
- Description of Charge: [Insert Description]
- Amount Billed: [Insert Amount]
- Expected Amount: [Insert Expected Amount]

As per my understanding and the agreement I entered into on [Insert agreement date], the charges applied exceed what was initially promised. I kindly request a review of my account and a prompt resolution to this matter.

Please find attached copies of my statement and any other relevant documents that support my appeal.

Thank you for your attention to this matter. I hope for a swift response to rectify the issues outlined above. Should you require further information, please do not hesitate to contact me at the phone number or email address provided above.

Sincerely,

[Your Name]