

Letter of Appeal Against Unauthorized Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal against an unauthorized billing that has appeared on my account. The charge in question is for [insert amount] dated [insert date], with the reference number [insert reference number].

I did not authorize this charge, and I believe it to be a mistake. [You may include any relevant details about your account, a description of the issue, or how you became aware of the charge.].

Attached are copies of relevant documents/invoices for your reference.

I kindly request a detailed investigation into this matter and a prompt reversal of the unauthorized charge. I appreciate your assistance and look forward to resolving this issue swiftly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]