

# Appeal for Multi-Dwelling Unit Service Charges

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Company/Organization Name]

[Insert Company Address]

Dear [Insert Recipient Name],

I hope this letter finds you well. I am writing to formally appeal the service charges applied to my unit in [Insert Name of Multi-Dwelling Unit] for the billing period of [Insert Billing Period].

Upon reviewing my statement, I noticed some discrepancies that I believe warrant reconsideration. [Briefly explain the reasons for your appeal, e.g., overcharges, lack of services rendered, etc.].

I would appreciate it if you could provide clarification on these charges. Additionally, I kindly ask for a reassessment of my account to ensure fairness.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]