

Letter of Appeal for Clarification on Unexpected Expenses

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for clarification regarding some unexpected expenses that were recently submitted to my account. I believe that there may have been an oversight or misunderstanding regarding these charges.

Upon reviewing my recent statements, I noticed the following charges:

- [Description of Expense 1] - [Amount]
- [Description of Expense 2] - [Amount]
- [Description of Expense 3] - [Amount]

I would greatly appreciate it if you could provide a detailed explanation of these expenses at your earliest convenience. Understanding the nature of these charges will assist me in resolving any discrepancies and ensuring that my account is accurate.

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

Sincerely,

[Your Name]