

Letter of Appeal for Adjustment on Annuity Disbursement

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally appeal for an adjustment regarding my annuity disbursement. My account number is [Your Account Number], and I have been a recipient of this annuity since [Start Date].

Recently, I noticed discrepancies in the disbursement amounts. [Briefly explain the issue, including specific amounts, dates, and any supporting details]. I believe this has led to an incorrect payment being issued.

I kindly request a thorough review of my account and an adjustment to ensure that the disbursement reflects the correct amount. Enclosed are copies of relevant documents for your reference.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to my appeal.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]