

Formal Appeal for Price Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for a correction regarding the pricing of [specific product/service] that was charged incorrectly on [date of transaction].

Upon reviewing my transaction details, I noticed that the price charged was [incorrect price], whereas the advertised price was [correct price]. I believe this discrepancy warrants correction as it was not reflective of the agreed terms at the time of purchase.

I kindly request a review of this matter and an adjustment to my account to reflect the correct pricing. I have attached supporting documents including my receipt and the advertisement for your reference.

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

Sincerely,

[Your Name]