

Appeal for Delayed Automated Payment Processing

Date: [Insert Date]

To,
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal regarding the delay in the automated payment processing for my account ([Account Number]). The payment, which was due on [Due Date], has not yet been processed, and I am concerned about the potential consequences this may have.

As a valued customer, I have always ensured timely payments, and I rely on the automated system to manage my transactions efficiently. The current delay may impact my service continuity and result in unnecessary late fees.

I kindly request that you investigate this matter promptly and provide me with an update on the status of my payment. I appreciate your attention to this matter and look forward to your swift response.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]