

# Account Adjustment Appeal

Date: [Insert Date]

To: [Account Department/Specific 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 the recent adjustment made to my account (Account Number: [Your Account Number]). Upon reviewing the changes, I believe that there has been an error that merits further investigation.

Specifically, on [date of adjustment], an adjustment was made that resulted in [describe the adjustment issue, e.g., an incorrect charge, balance discrepancy]. I have attached relevant documents to support my claim, including [list any attached documents such as statements, correspondence, etc.].

I kindly request a review of this adjustment and hope to resolve this matter promptly. I appreciate your attention to this issue and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]