

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a clarified detailed bill for my account, [Your Account Number], dated [Date of Bill]. Upon reviewing the charges, I have noticed several items that require further explanation, and I believe a detailed breakdown would enhance my understanding of the billing statement.

Specifically, I am seeking clarification on the following charges:

- [Charge 1: Description]
- [Charge 2: Description]
- [Charge 3: Description]

It is important to me to resolve this matter promptly, and I appreciate your assistance in providing a detailed bill at your earliest convenience. If possible, I would appreciate receiving this information by [Insert Date].

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

Sincerely,

[Your Name]