

Letter of Appeal for Automatic Payment Adjustment

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

[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 an adjustment to my automatic payment plan regarding [specific service or account]. My account number is [Account Number].

Due to [specific reason for adjustment request], I believe a review of my automatic payment amount is warranted. I appreciate your attention to this matter and request a reconsideration of my payment terms.

Thank you for your time and understanding. I look forward to your prompt response.

Sincerely,
[Your Name]