

Ledger Adjustment Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for an adjustment to my ledger for the fiscal year [Insert Year]. Upon reviewing my account statements, I have identified discrepancies that require immediate attention.

Details of the adjustment appeal are as follows:

- **Account Number:** [Insert Account Number]
- **Date of Transaction:** [Insert Date]
- **Description of Discrepancy:** [Insert Description]
- **Supporting Documentation:** [Attach any supporting documents]

I kindly request your prompt attention to this matter and would appreciate any updates regarding the status of my appeal. Thank you for your understanding and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]