

Letter of Appeal for Correction of Unpaid Account Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for a correction regarding the unpaid account balance for my account, [Account Number]. I have recently received a statement indicating an outstanding balance of [Amount], which I believe to be inaccurate due to [brief explanation of the dispute or error].

In my records, I have made the following payments that seem not to have been accounted for: [List of Payments with Dates]. I kindly ask you to review these transactions and adjust my account balance accordingly.

Attached are copies of the payment confirmations for your review. I would appreciate your prompt attention to this matter and would be grateful for any updates at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]