

# Letter of Appeal for Clarification of Debt Collection Charges

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for clarification regarding the debt collection charges associated with my account, [Account Number].

Upon reviewing my account, I noticed certain charges that I do not fully understand. Specifically, the charges dated [insert date or dates] seem to be inconsistent with my understanding of the agreed terms. I would greatly appreciate it if you could provide me with a detailed breakdown and explanation of these charges.

Understanding the nature of these charges is important to me as a responsible consumer. I am committed to resolving this matter amicably and ensuring that my account remains in good standing.

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

Sincerely,  
[Your Name]