

Letter of Appeal for Reimbursement

Date: [Insert Date]

To,
[Billing Department's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Appeal for Reimbursement of Unauthorized Account Billing

Dear [Billing Department's Name],

I hope this message finds you well. I am writing to formally appeal for reimbursement regarding an unauthorized billing that appeared on my account ([Your Account Number]) on [Insert Date of Billing]. The bill amounted to [Insert Amount], which I believe was charged in error.

Upon reviewing my account statements and transaction history, I found no record of authorized transactions corresponding to this billing. I kindly request you to investigate this matter and provide a resolution at your earliest convenience.

Attached are copies of my account statements for your reference. I would appreciate it if you could expedite this process, as I rely on timely reimbursement for my financial planning.

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

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