

Grievance Regarding Incorrect Account Deductions

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally raise a grievance regarding incorrect deductions that have been made from my account ([Insert Account Number]) during the billing cycle of [Insert Dates of Deductions]. Upon reviewing my statements, I noticed discrepancies that I believe warrant your immediate attention.

Specifically, I have identified the following issues:

- [Description of incorrect deduction - e.g., Date, Amount, Reason]
- [Additional discrepancies if applicable]

These errors have resulted in [explain any issues caused by the deductions, e.g., financial hardship, insufficient funds, etc.]. I kindly request that you investigate this matter and correct my account accordingly.

Attached are copies of my account statements and any relevant documentation for your reference.

Thank you for your prompt attention to this issue. I look forward to your response by [Insert Desired Response Date]. Please feel free to contact me at [Your Phone Number] or [Your Email] should you need any further information.

Sincerely,

[Your Name]