

Appeal for Erroneous Charges

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal a charge that I believe has been applied in error to my account (Account Number: [Your Account Number]). Upon reviewing my recent statements, I noticed the following charge:

Charge Date: [Charge Date]

Amount: [Charge Amount]

Description: [Charge Description]

This charge appears to be incorrect for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Attached are copies of relevant documents that support my appeal, including [mention any documents such as receipts, statements, etc.].

I kindly request that you review this matter and rectify the erroneous charge. Please confirm the receipt of this letter and any actions taken regarding my appeal.

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

Sincerely,

[Your Name]