

# Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for clarification regarding the timeframes associated with my outstanding debt, account number [Your Account Number].

Upon reviewing my records, I noticed discrepancies in the payment schedules and would greatly appreciate it if you could provide detailed information regarding the timelines of each payment due, as well as any related fees or penalties that may apply.

Understanding these timeframes is crucial for me to manage my financial obligations effectively and ensure I remain compliant with the terms of my debt repayment.

Thank you for taking the time to address my concerns. I look forward to your prompt response.

Sincerely,

[Your Name]