

Formal Appeal Letter Regarding Payment Delays

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal regarding the consistent delays in the payment that are affecting my account. Despite our previous discussions and agreements, I have noticed a pattern of late payments that have been detrimental to my financial planning.

According to our contract, payments were scheduled to be processed on [Insert Payment Schedule]. However, I have experienced delays on the following occasions:

- [Date - Amount]
- [Date - Amount]
- [Date - Amount]

I believe that addressing this issue promptly is crucial for both parties. I kindly request a clear communication regarding the payment processing to ensure that this issue does not persist. Additionally, I would appreciate any information on steps being taken to rectify this situation.

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

Sincerely,

[Your Name]