

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Billing Department  
Company Name  
Company Address  
City, State, Zip Code

Dear Sir/Madam,

Subject: Demand for Rectification of Billing Mistakes

I hope this message finds you well. I am writing to formally address an issue concerning a billing mistake on my recent invoice (Invoice Number: [Insert Invoice Number]) dated [Insert Invoice Date]. Upon thorough review, I noticed discrepancies that need to be rectified at your earliest convenience.

Specifically, the following errors were identified:

- [Describe the first error]
- [Describe the second error]
- [Describe any additional errors]

I kindly request that these mistakes be corrected and a revised invoice be sent to me. Additionally, please inform me of the steps being taken to ensure accuracy in future billing.

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

Sincerely,  
Your Name