

Dispute of Erroneous Billing Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department/Customer Service],

I am writing to formally dispute the billing statement dated [Insert Billing Date] that I received on [Insert Received Date] for my account number [Insert Account Number]. I believe there are discrepancies that need to be addressed.

The amount listed on the statement is [Insert Amount], which I believe is erroneous due to [briefly explain reason for dispute, e.g., overcharge, incorrect service charge, etc.]. My records indicate that [provide supporting information or documentation].

I kindly request a review of my account and an adjustment to my billing statement. Please provide me with a written response outlining the resolution of this matter at your earliest convenience.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]