

# Formal Complaint Regarding Billing Errors

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about discrepancies in my recent billing statements associated with my account [Your Account Number]. Upon reviewing the invoices dated [Invoice Dates], I noticed several errors that I believe need to be addressed promptly.

Specifically, the following issues have been observed:

- Charge for [Description of Error 1] which was not authorized.
- Incorrect amount billed for [Description of Service].
- Failure to apply [Any Discounts or Credits] that were promised.

I have attached copies of the relevant documents for your reference. I kindly request that these errors be rectified and a corrected statement be issued to me by [Desired Resolution Date]. Furthermore, I expect to hear back from you regarding the status of my complaint.

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

Sincerely,

[Your Name]