

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Billing Department

Company Name

Company Address

City, State, ZIP Code

Dear Billing Department,

I am writing to request a correction to my recent billing statement dated [insert date here]. I noticed an error in the charges that requires immediate attention.

The incorrect charge is [describe the charge and the amount], which should be [provide the correct charge or explain the reason for the correction].

Please find attached copies of relevant documents that support my request for the billing correction.

I would appreciate your prompt attention to this matter and look forward to your reply. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your assistance.

Sincerely,

Your Name