

# Data Correction Request for Billing Statement Inaccuracies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Billing Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name or "Billing Department"],

I am writing to request a correction to my billing statement for the period of [Insert Billing Period] due to inaccuracies I have identified.

Upon reviewing my billing statement, I noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

I kindly request that these inaccuracies be reviewed and corrected in my account records. I believe the accurate charges should be as follows:

- [Describe the correct information for the first discrepancy]
- [Describe the correct information for the second discrepancy]
- [Describe any additional correct information]

Attached to this letter, you will find copies of my billing statements and any other relevant documentation supporting my request.

Please let me know if you require any additional information to facilitate this correction.

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

Sincerely,

[Your Name]