

Billing Dispute Response

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Response to Billing Dispute - Account Number: [Account Number]

Dear [Company Name or Billing Department],

I am writing in response to your correspondence regarding my billing dispute for account number [Account Number]. I appreciate your prompt attention to this matter.

After reviewing the information provided, I would like to confirm the details of my dispute:

- **Disputed Amount:** [Amount]
- **Date of Charge:** [Date]
- **Description of Charge:** [Description]

My contention is based on the following reasoning:

[Explain your reasoning or concerns regarding the charge]

Attached are relevant documents supporting my claim, including [list the documents, e.g., receipts, previous correspondence].

I kindly request that you review my case and provide a resolution at your earliest convenience. Please let me know if you need any further information to assist with the investigation.

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

Sincerely,

[Your Name]