

Correction Letter for Overcharged Account

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to bring to your attention an error in my recent account statement dated [Insert Statement Date]. It appears that my account, [Insert Account Number], has been overcharged by [Insert Amount].

Upon reviewing my records, I have confirmed that the charges made do not correspond to the agreed terms in our contract. I kindly request a detailed breakdown of the charges applied to my account and the reasons for the discrepancy.

I would appreciate it if you could rectify this error as soon as possible and confirm the adjusted statement. Thank you for your attention to this matter.

Sincerely,

[Your Name]