

# Formal Complaint Regarding Billing Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a billing issue I have encountered with my account ([Your Account Number]) at [Company Name]. On [Date of Issue], I noticed discrepancies in my billing statement that do not align with my prior agreements and expectations.

Specifically, [describe the specific issues with the billing, e.g., overcharges, incorrect fees, etc.]. I have attached copies of relevant documents for your review.

Despite my attempts to resolve this matter through [mention any previous attempts to resolve, e.g., phone calls, emails], I have not received a satisfactory response. Therefore, I kindly ask for your prompt attention to this matter and request a thorough investigation into my billing discrepancies.

I look forward to your prompt response and a resolution to my concerns. Thank you for your assistance.

Sincerely,

[Your Name]