

Feedback on Billing Cycle Discrepancies

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies we have observed in our recent billing cycles. We have identified the following issues:

- Invoice #[Invoice Number] dated [Date] shows an incorrect amount of [Amount]. The expected amount was [Expected Amount].
- Billing cycle for account #[Account Number] has not aligned with our agreed schedule.
- [Other discrepancies or issues if applicable]

In addition to these discrepancies, we would like to formally request a change to our billing cycle, shifting it from [Current Billing Cycle] to [Requested Billing Cycle]. We believe this change will better align with our operational needs and facilitate smoother financial management.

We appreciate your immediate attention to these matters and look forward to your response. Please feel free to reach out if you need further information or clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]