

# Billing Dispute Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Company Representative's Name],

I am writing to formally dispute an incorrect charge on my recent bill dated [Bill Date]. My account number is [Account Number]. The charge in question is [Description of Charge], which amounts to [Amount of Charge].

Upon reviewing my account statement, I believe this charge is incorrect because [Brief Explanation of Reason for Dispute]. I have attached relevant documentation to support my claim, including [List of Attached Documents].

I kindly request that you investigate this matter and adjust my billing statement accordingly. Please confirm receipt of this letter and let me know how you plan to address this issue.

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

Sincerely,

[Your Name]