

Customer Name

Customer Address

City, State, Zip Code

Email: customer@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Billing Department

Company Name

Company Address

City, State, Zip Code

Subject: Challenge to Inaccurate Billing

Dear Billing Department,

I am writing to formally challenge the accuracy of my recent bill dated [Insert Bill Date] with the account number [Insert Account Number].

Upon reviewing the statement, I noticed the following discrepancies:

- [Describe Discrepancy 1]
- [Describe Discrepancy 2]
- [Describe Discrepancy 3]

According to my records, the correct charges should be as follows:

- [Correct Charge 1]
- [Correct Charge 2]

- [Correct Charge 3]

I kindly request that you review these discrepancies and provide a revised bill. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]