

Notification of Billing Discrepancy

Date: [Insert Date]

To: [Billing Department/Recipient Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient Name],

I am writing to formally notify you of an error in the billing statement I recently received dated [Insert Billing Date]. Upon reviewing the bill, I noticed discrepancies that I would like to address.

The details of the incorrect charges are as follows:

- Charge Description: [Description]
- Incorrect Amount: [Amount]
- Correct Amount: [Amount]

According to my records, the billed amount does not accurately reflect the services received. I kindly request an adjustment to my account and a revised billing statement at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response to resolve this billing discrepancy. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]