

# Billing Dispute Correction Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Billing Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Billing Department,

I am writing to formally request a correction to my billing statement dated [date of the billing statement]. My account number is [Your Account Number].

Upon reviewing my bill, I noticed an error regarding [briefly describe the error, e.g., "an incorrect charge for services not rendered"]. The specific charge in question is [mention the amount and nature of the charge].

I would appreciate your prompt attention to this matter, as I believe the correct amount due is [mention the correct amount]. I have attached copies of relevant documents for your reference.

Please let me know if you require any further information. I look forward to your swift response regarding this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]