

Billing Statement Challenge

Date: [Insert Date]

To: [Billing Department/Company Name]

Address: [Company Address]

Subject: Discrepancy in Billing Statement

Dear [Billing Department/Contact Name],

I hope this message finds you well. I am writing to formally challenge a recent billing statement I received dated [Insert Date of Billing Statement]. Upon reviewing my account, I have noticed discrepancies that I would like to address.

Details of the Billing Statement:

- Account Number: [Insert Account Number]
- Billing Amount: [Insert Amount]
- Date of Service: [Insert Date]

The specific discrepancies I have identified are as follows:

1. [Describe the first discrepancy]
2. [Describe the second discrepancy]
3. [Continue with additional discrepancies as needed]

I kindly request a review of my account and a detailed explanation regarding these charges. I believe this issue can be resolved amicably and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]