

Billing Statement Error Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To:

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Recognition of Billing Statement Mistake

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention an error I have identified in my recent billing statement dated [Insert Date]. The statement lists charges that do not align with my records, specifically:

- [Describe the specific charges or discrepancies]
- [Provide any relevant account numbers or transaction details]

I kindly request that your team reviews this matter at your earliest convenience and provides clarification on the discrepancies noted above. If necessary, I can provide further documentation or information to assist in resolving this issue.

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

Sincerely,

[Your Name]