

# Response to Incorrect Billing Statement

Date: [Insert Date]

To: [Billing Department's Name]

Company Name: [Company Name]

Address: [Company Address]

Subject: Incorrect Billing Statement - [Account Number]

Dear [Billing Department's Name],

I am writing to formally address an error I have identified in my recent billing statement dated [Insert Billing Date] for account number [Account Number].

Upon reviewing the statement, I noticed the following discrepancies:

- [Description of the error or incorrect charge]
- [Description of any other discrepancies]

I kindly request that you investigate these discrepancies and provide a corrected billing statement at your earliest convenience. Please let me know if you require any further information to resolve this matter.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]