

# Investigation Request for Inaccurate Billing Records

**Date:** [Insert Date]

**To:** [Billing Department/Company Name]

**From:** [Your Name]

**Address:** [Your Address]

**Account Number:** [Your Account Number]

Dear [Billing Department/Contact Name],

I am writing to formally request an investigation into discrepancies I have found in my billing records associated with my account. Upon reviewing my recent statements, I noticed the following inaccuracies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

These discrepancies have resulted in incorrect charges and have caused confusion regarding my account balance. I kindly request that you conduct a thorough review of my billing history and provide clarification regarding these charges.

Please let me know if you require any further information or documentation to assist with your investigation. I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Contact Information]