

Letter Template for Billing Dispute Resolution

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number] [Date]

[Billing Department Contact Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department Contact Name],

I hope this message finds you well. I am writing to formally dispute a billing issue I have encountered regarding my recent invoice [Invoice Number], dated [Invoice Date]. Upon reviewing the charges, I noticed an overcharge that I believe requires your immediate attention.

The specific discrepancy is as follows:

- **Description of Charge:** [Description]
- **Expected Amount:** [Expected Amount]
- **Charged Amount:** [Charged Amount]

According to my records, this charge appears to be incorrect and exceeds the agreed-upon amount specified in our contract dated [Contract Date]. I kindly request that you review this matter and provide clarification on the charges.

If there has been an error, I would appreciate an adjusted invoice reflecting the correct amount. Attached to this letter are the relevant documents supporting my claim.

Thank you for your prompt attention to this matter. I look forward to your response and a resolution to this billing discrepancy.

Sincerely,

[Your Name]