

# Billing Dispute Resolution Request

Date: **[Insert Date]**

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

Company: **[Company Name]**

Address: **[Company Address]**

Dear **[Billing Department/Individual Name]**,

I hope this message finds you well. I am writing to formally dispute a billing issue regarding my account, **[Account Number]**. I have reviewed the details of my payment plan, and I believe that there are discrepancies that need to be addressed.

Specifically, I would like to discuss the following points:

- **Invoice Number:** **[Insert Invoice Number]**
- **Amount Disputed:** **[Insert Disputed Amount]**
- **Issue Description:** **[Briefly describe the discrepancy]**

Given the situation, I am requesting an adjustment to my payment plan that would allow for a resolution of this issue. I believe adjusting the plan to **[Proposed Adjustment]** would be fair and reasonable.

Attached are copies of relevant documents supporting my dispute, including **[list any attached documents]**.

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to reach me at **[Your Phone Number]** or **[Your Email Address]** for any further discussions.

Thank you for your cooperation.

Sincerely,

**[Your Name]**  
**[Your Address]**  
**[City, State, Zip Code]**  
**[Your Phone Number]**  
**[Your Email Address]**