

Client Billing Dispute Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute a billing issue regarding my account ([Account Number]). I would like to address the charge of [insert amount] that was billed on [insert date]. Upon reviewing my account, I believe this charge is incorrect because [briefly explain reason for dispute].

According to the terms of service, I understand that I am entitled to a refund for this amount. I have attached copies of [list any attached documents or proof: receipts, statements, etc.] to support my case.

I kindly request a prompt review of this matter and a full refund of the disputed charge. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information to resolve this issue.

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

Sincerely,

[Your Name]