

Complaint Regarding Erroneous Billing Statement

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient's Name

Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding an erroneous billing statement I received on [insert date of the statement]. The statement, with reference number [insert reference number], indicates charges that I believe are incorrect.

Upon reviewing my account, I noticed the following discrepancies:

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

I kindly request that you investigate these charges and rectify my billing statement accordingly. I have attached copies of relevant documents for your review.

Please respond to this letter at your earliest convenience. I hope to resolve this matter swiftly and appreciate your attention to this issue.

Thank you for your prompt attention to my complaint.

Sincerely,

[Your Name]