

# Formal Complaint Regarding Billing Inaccuracies

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Company Name

Company Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally express my concern regarding billing inaccuracies related to my account (Account Number: [Your Account Number]). I have reviewed my recent statements and have identified several discrepancies that I believe require immediate attention.

Specifically, the following issues have been noted:

- Date of Service: [Date] - Charged [Amount] instead of [Correct Amount]
- Date of Service: [Date] - Additional charge for [Service] that I did not authorize
- Date of Service: [Date] - Duplicate charge for [Service]

I kindly request a thorough investigation into these inaccuracies and a prompt correction of my billing statements. Please provide me with a detailed explanation of the adjustments made to my account.

I appreciate your attention to this matter, and I look forward to your swift response to resolve these issues. Thank you for your cooperation.

Sincerely,

Your Name