

Grievance Letter Regarding Overcharges on Bill

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Billing Department

Company Name
Company Address
City, State, Zip Code

Dear Billing Department,

I am writing this letter to express my grievance regarding the recent bill I received (Bill Number: 123456) dated [Bill Date]. Upon reviewing the charges, I have noticed discrepancies that I believe warrant further investigation.

Specifically, I have been overcharged for the following items:

- Charge 1: [Description and Amount]
- Charge 2: [Description and Amount]
- Charge 3: [Description and Amount]

According to my understanding of the agreed-upon rates and services, these charges are not accurate. I have attached copies of my records and previous bills for your reference.

I kindly request that you review my account and rectify the overcharges at your earliest convenience. I would appreciate your prompt attention to this matter and a response explaining how this issue will be resolved.

Thank you for your assistance. I look forward to your swift reply.

Sincerely,

Your Name