

Request for Correction of Billing Mistakes

Date: [Insert Date]

To: [Billing Department Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Billing Department/Recipient's Name],

I hope this message finds you well. I am writing to formally request a correction regarding a billing mistake I recently noticed in my account.

Account Number: [Your Account Number]
Invoice Number: [Invoice Number]
Amount in Dispute: [Amount]

Upon reviewing my invoice dated [Invoice Date], I observed the following discrepancies:
[Briefly describe the billing mistakes].

I kindly ask that you investigate this matter and make the appropriate corrections. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you require any additional information or documentation to assist with this process.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]