

# Billing Statement Challenge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally challenge the billing statement I received for [insert account/service details] dated [insert date of the statement]. Upon reviewing the charges listed, I noticed discrepancies that I would like to address.

Specifically, I would like to dispute the following charges:

1. [Describe charge 1 and reason for dispute]
2. [Describe charge 2 and reason for dispute]
3. [Describe charge 3 and reason for dispute]

I kindly request that you review my account and provide clarification regarding these charges. I would appreciate a prompt response to resolve this matter swiftly.

Thank you for your attention to this issue. I look forward to your response.

Sincerely,

[Your Name]