

Overcharged Account Dispute Letter

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service Manager/Account Manager],

I am writing to formally dispute an overcharge on my account ([Your Account Number]) dated [Date of Charge]. According to my records, I was charged [amount] for [describe the service/product], while the agreed amount was [correct amount].

I request your assistance in investigating this matter and correcting the charge as soon as possible. Please find attached copies of relevant documents, including my previous invoices and payment receipts, that support my claim.

I appreciate your prompt attention to this issue and look forward to your response within [number of days]. Thank you for your cooperation.

Sincerely,

[Your Name]