

# Billing Discrepancy Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed regarding my recent billing statement dated [Insert Statement Date].

Upon reviewing my account, I found that the following items appear to be incorrect:

- Item Description: [Insert Description] - Billed Amount: [Insert Amount]
- Item Description: [Insert Description] - Billed Amount: [Insert Amount]
- Item Description: [Insert Description] - Billed Amount: [Insert Amount]

I kindly request that you review these discrepancies and provide clarification on the charges listed. If further documentation is needed from my side, please let me know.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]