

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 to formally contest a billing error that I have identified on my recent invoice dated [Invoice Date], with the Invoice Number [Invoice Number]. The amount charged appears to be incorrect because [briefly explain the reason for your objection, e.g., "I was charged for services not rendered" or "the amount exceeds our agreed-upon rate"].

According to my records, I have attached relevant documents that support my position, including [list documents, e.g., previous invoices, contracts, email correspondence, etc.]. I kindly request that you review this matter and make the necessary adjustments to my account.

Thank you for your prompt attention to this issue. I look forward to your swift response and resolution.

Sincerely,

Your Name