

Report on Incorrect Billing Issue

Date: [Insert Date]

To: Customer Service Team

From: [Your Name]

Subject: Incorrect Billing Issue on Order #[Order Number]

Dear Customer Service Team,

I am writing to bring to your attention an issue I encountered regarding my recent order placed on [Order Date]. I have noticed an incorrect charge on my billing statement related to this order.

Order Details:

- Order Number: [Order Number]
- Item(s) Ordered: [List of Items]
- Total Amount Charged: [Incorrect Amount]
- Expected Amount: [Correct Amount]

I would appreciate it if you could investigate this billing discrepancy and provide clarification on how to resolve it. I believe a refund for the overcharged amount or an adjustment to my account would be appropriate.

Please let me know if you require any further information to assist with this issue. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]