

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Customer Service Department
Company Name
Company Address
City, State, ZIP Code

Dear Customer Service Team,

I am writing to formally complain about a billing error on my account (Account Number: [Your Account Number]). I have noticed an incorrect charge of [Amount] on my recent billing statement dated [Date of Statement].

Upon reviewing my account, I believe this charge is erroneous because [brief explanation of the error, e.g., "I was billed for services that I did not receive"]. I kindly request that you investigate this issue and correct the billing error at your earliest convenience.

Please find attached relevant documents, including my billing statement and any other supporting evidence.

I would appreciate a prompt resolution to this matter. Please contact me at your earliest convenience at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]