

# Billing Dispute Letter

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

Billing Department

[Company Name]

[Company Address]

Subject: Dispute of Incorrect Charges on Account [Your Account Number]

Dear [Billing Department/Specific Person's Name],

I am writing to formally dispute the charges on my account identified by the account number [Your Account Number]. Upon reviewing my recent bill dated [Date of Bill], I noticed that there are discrepancies that require correction.

The following charges appear to be incorrect:

- [Description of the incorrect charge 1 - Amount]
- [Description of the incorrect charge 2 - Amount]
- [Description of the incorrect charge 3 - Amount]

I kindly request that you review my account and provide clarification regarding these charges. Furthermore, I would appreciate prompt rectification of any errors, and I request an updated statement reflecting these changes.

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

Sincerely,

[Your Name]