

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 complain about a billing mistake that I have encountered on my most recent invoice, dated [Invoice Date]. The invoice number is [Invoice Number]. After carefully reviewing my billing statement, I have noticed discrepancies that I believe warrant your attention.

Specifically, I was charged [describe the specific charges and their amounts], which does not align with my understanding of the services rendered. According to my records and our agreement, the correct amount should be [state the correct amount].

I kindly request that you review my account and rectify this error at your earliest convenience. Please confirm receipt of this letter and provide an estimated timeline for resolving the issue.

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

Sincerely,
Your Name