

Notice of Overbilling

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally address an overbilling issue that I have noticed on my recent bill dated [Insert Bill Date]. The amount charged appears to be higher than what was previously agreed upon.

Specifically, I have been charged [Insert Charged Amount], whereas my understanding was that the total should only be [Insert Expected Amount]. I would appreciate your prompt attention to this matter as it has caused some financial inconvenience.

Please review the billing details at your earliest convenience and provide clarification regarding this discrepancy. I look forward to your prompt response and resolution of this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]