

Request for Billing Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To:

[Billing Department/Contact Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department/Contact Name],

I am writing to request a correction to my recent bill dated [Insert Bill Date] for account number [Insert Account Number]. Upon reviewing the bill, I noticed the following discrepancies: [Briefly describe the errors].

For your reference, I have attached copies of the relevant documents, including [list any attached documents, e.g., previous bills, receipts].

I kindly ask that you review this matter and make the necessary corrections at your earliest convenience. Please confirm once the adjustments have been made or if further information is needed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]