

# Letter of Appeal for Correction of Billing Inaccuracies

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 appeal for a correction of what I believe to be inaccuracies in my recent billing statement. My account number is [Your Account Number] and the billing period in question is [Billing Period].

Upon reviewing the statement, I noticed the following discrepancies:

- [List the first discrepancy with details]
- [List the second discrepancy with details]
- [Continue as necessary]

These inaccuracies do not reflect my usage and I kindly request that you review my account and make the necessary corrections. I have attached any supporting documentation that may assist in resolving this issue.

Thank you for your attention to this matter. I look forward to your prompt response and resolution of the billing inaccuracies.

Sincerely,

Your Name