

# Billing Error Challenge Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Billing Department Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Billing Department/Specific Name],

I am writing to formally challenge the recent billing statement dated [insert billing date] that I received from your company. Upon reviewing the charges, I have identified several discrepancies that I would like to address.

Specifically, I would like to bring to your attention the following errors:

- [Description of error #1 with charge amount]
- [Description of error #2 with charge amount]
- [Additional errors if applicable]

According to my records and previous communications, I believe these charges are incorrect and should be reviewed. I kindly ask that you look into this matter and provide me with a corrected billing statement.

Please respond to this letter within [insert time frame] to confirm the receipt of my challenge and inform me of the actions you will take regarding these discrepancies.

Thank you for your prompt attention to this matter. I look forward to resolving this issue quickly.

Sincerely,

[Your Name]