

Subject: Demand for Rectification of Billing Errors

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a rectification of billing errors in my recent invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the statement, I have identified several discrepancies that require immediate attention:

- Item 1: [Description of error]
- Item 2: [Description of error]
- Item 3: [Description of error]

These errors have resulted in an overcharge of [Amount]. I kindly request that you review my account and rectify these discrepancies at your earliest convenience.

Additionally, please confirm the rectification in writing within [Insert timeframe, e.g., 14 days] from the date of this letter. Should these issues not be resolved promptly, I may have to escalate the matter further.

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

Sincerely,

[Your Name]