

Urgent Request for Investigation of Billing Errors

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to urgently request an investigation into several billing errors that have appeared on my recent statements dated [insert dates of the relevant bills]. I have noticed discrepancies in the charges that do not align with the services I have received, specifically:

- [Description of the first billing error]
- [Description of the second billing error]
- [Description of any additional errors]

These errors have significantly impacted my account and require immediate attention. I kindly ask that you review my account and provide a detailed explanation regarding these charges. Additionally, please let me know the necessary steps for rectifying these issues.

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

Sincerely,

[Your Name]