

Customer Complaint Regarding Billing Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally express my concern regarding discrepancies in my recent billing statement. My account number is [Your Account Number].

Upon reviewing my bill dated [Date of Bill], I noticed several inconsistencies which I would like to address:

- [Description of Discrepancy #1]
- [Description of Discrepancy #2]
- [Description of Discrepancy #3]

I kindly request a thorough investigation into these discrepancies. I believe this may be an error and hope for a prompt resolution to this matter. Please let me know if you require any further information to assist in your investigation.

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

Sincerely,

[Your Name]