

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Billing Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Billing Department/Specific Contact Name],

I am writing to formally appeal against what I believe to be unfair billing practices reflected in my recent statement (Account Number: [Your Account Number]). I have carefully reviewed my bill and have identified several discrepancies that require clarification.

Specifically, I would like to address the following issues:

- Item 1: [Description of the first issue]
- Item 2: [Description of the second issue]
- Item 3: [Description of the third issue]

These discrepancies have led to an undue financial burden, and I believe that they contradict our contractual agreement. I kindly request a thorough investigation into these matters and a prompt resolution.

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

Sincerely,

[Your Name]