

Billing Error Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Internet Provider Name]

[Provider Address]

[City, State, Zip Code]

Subject: Billing Error Notification

Dear [Customer Service/Support Team],

I am writing to bring to your attention a billing error that I have noticed on my recent bill for [month/year]. My account number is [Your Account Number].

Upon reviewing the bill, I found that [describe the specific error, e.g., "I was charged for a service I did not order," or "the amount appears higher than my usual bill"]. I have attached a copy of the bill for your reference.

I kindly request that this error be investigated and corrected. If any additional information is needed from my side, please let me know.

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

Sincerely,

[Your Name]