

Billing Rectification Request

Date: [Insert Date]

Customer Name: [Your Name]

Account Number: [Your Account Number]

Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

To,

Customer Service Department

[Cable Television Provider Name]

[Provider Address]

Subject: Request for Billing Rectification

Dear Sir/Madam,

I am writing to formally request a rectification of my billing statement for the month of [Insert Month/Year]. Upon reviewing my bill, I noticed an discrepancy which I believe needs to be addressed.

The specific issue pertains to [describe the discrepancy e.g., incorrect charges, missing credits, etc.]. According to my understanding, I should have been billed [insert correct amount or details].

I kindly request that you review my account and make the necessary adjustments to rectify this billing error. I have attached copies of relevant documents for your reference.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]