

Complaint Regarding Erroneous Billing Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding billing discrepancies that I have recently discovered on my account ([Account Number]).

Upon reviewing my latest bill dated [Insert Bill Date], I noticed several charges that do not align with the agreed-upon rates and terms of service. Specifically, [briefly list the discrepancies, e.g., "I was charged for services that were not provided," or "the amount charged exceeds the agreed monthly fee"].

I kindly ask for your assistance in rectifying these discrepancies at your earliest convenience. I believe that a prompt investigation into this matter will help resolve the issue swiftly. I have also attached copies of relevant documents for your reference.

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

Sincerely,

[Your Name]