

Grievance Letter Regarding Fluctuating Billing Amounts

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Grievance Regarding Fluctuating Billing Amounts

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the irregularities in my billing amounts for the past few months. My account number is [Your Account Number], and I have noticed a significant fluctuation in the charges, which has caused confusion and financial strain on my budget.

Specifically, I have observed that:

- On [Date], my bill was [Amount].
- On [Date], my bill increased to [Amount], with no explanation provided.
- By [Date], the amount reverted back to [Amount], which is inconsistent with my previous usage.

I kindly request a detailed breakdown of these charges and a thorough explanation of the reasons behind the fluctuations. I believe it is essential for you to clarify this matter to ensure transparent communication between us.

Thank you for your attention to this issue. I look forward to your prompt response and a satisfactory resolution.

Sincerely,

[Your Name]