

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally address a billing concern that has arisen in my recent statement dated [insert date of statement]. Upon reviewing my bill, I noticed discrepancies that require prompt resolution.

Specifically, I found the following issues:

- [Describe the first billing error]
- [Describe the second billing error]
- [Include any additional errors if necessary]

I kindly request that these issues be investigated and rectified at your earliest convenience. I believe that a swift resolution will maintain our positive relationship and uphold the integrity of your service.

Please respond to this letter no later than [insert deadline, e.g., 14 days from the date of this letter] so that we can resolve this matter promptly. Thank you for your attention to this issue.

Sincerely,

[Your Name]