

Follow-Up on Billing Errors

Dear [Billing Department/Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous communication regarding billing discrepancies found in my account (Account Number: [Your Account Number]).

On [Date of Previous Communication], I reached out concerning [briefly describe the nature of the billing errors]. As of today, I have not yet received a response or resolution to this matter.

I kindly request an update on the status of my inquiry and any steps being taken to correct these errors. It is important for me to resolve this issue promptly to maintain accurate records.

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

Best regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]