

Billing Complaint Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Billing Department

Company Name
Company Address
City, State, Zip Code

Dear Billing Department,

I am writing to formally complain about an issue I have encountered in my recent bill dated [insert billing date]. My account number is [insert account number].

The specific issue I am disputing is [describe the billing issue clearly, including any relevant details like incorrect charges, missing credits, etc.].

I have attached copies of my previous communications and any relevant documents that support my claim.

I would appreciate it if you could look into this matter urgently and provide me with a resolution as soon as possible. Thank you for your attention to this issue.

Sincerely,
[Your Name]