

# Petition for Rerun of Billing Document

Date: [Insert Date]

To,

[Billing Department/Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Rerun of Billing Document

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rerun of my billing document for account number [Insert Account Number].

Due to [briefly explain the reason, e.g., discrepancies found, incorrect charges], I believe it is necessary to review the billing details and provide an updated document.

I would appreciate it if you could address this matter at your earliest convenience. Please let me know if you require any additional information to facilitate this rerun.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]