

# Appeal for Corrected Bill Statement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department or Specific Contact Name],

I hope this message finds you well. I am writing to formally appeal for a review and rectification of my recent bill statement dated [insert date of bill]. My account number is [insert account number].

Upon reviewing the statement, I noticed several discrepancies that do not align with my expected charges, including [briefly explain the discrepancies such as incorrect usage, charges not applicable, etc.]. I have attached relevant documents to support my claim.

I kindly request that you look into this matter at your earliest convenience. I would appreciate a corrected bill statement reflecting accurate charges and any necessary adjustments to my account.

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

Sincerely,

[Your Name]