

# Billing Discrepancy Dispute

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 dispute a billing discrepancy on my account (Account Number: [Your Account Number]). Upon reviewing my latest statement dated [Statement Date], I noticed an inconsistency that requires clarification.

The specific discrepancy is as follows:

- Description of Charge: [Description]
- Charged Amount: [Amount]
- Expected Amount: [Amount]

I have attached copies of my previous statements and any relevant documentation for your reference.

I kindly request your prompt attention to this matter and a correction to my account. Please contact me at your earliest convenience to discuss this issue further.

Thank you for your assistance.

Sincerely,  
[Your Name]