

Letter of Disagreement Regarding Estimated Bill

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express our disagreement with the estimated bill dated [Insert Bill Date] for account number [Insert Account Number]. Upon reviewing the details of this estimate, we find discrepancies that require clarification.

Specifically, we would like to address the following points:

- [Detail Discrepancy 1]
- [Detail Discrepancy 2]
- [Detail Discrepancy 3]

We believe that these discrepancies significantly affect the accuracy of the estimated bill. We kindly request a thorough review and an updated bill that accurately reflects our account activity.

Thank you for your prompt attention to this matter. We look forward to your response and resolution.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]