

Billing Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a billing adjustment for my account [Account Number]. After reviewing my recent statement, I noticed discrepancies in the charges, which I believe warrant correction.

[Briefly explain the discrepancies and any relevant details, such as dates, amounts, and reasons for the request.]

I kindly ask that you review this situation and adjust my billing accordingly. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]