Billing Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department/Specific Name],

I am writing to formally request a correction to my billing statement dated [Insert Date of Statement]. Upon reviewing the statement, I noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy, if any]

I kindly ask that you review my account and correct any errors as soon as possible. Please find attached any relevant documents that support my claim.

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

Sincerely,

[Your Name]