

Billing Dispute Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Billing Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service/ Billing Department],

I am writing to formally dispute an incorrect charge on my recent bill dated [billing date]. My account number is [your account number].

Upon reviewing my bill, I noticed an unexpected charge of [amount of incorrect charge] for [description of the charge]. I believe this charge is inaccurate because [explain reason for dispute, e.g., service not rendered, incorrect amount, etc.].

I kindly request you to review my account and provide clarification on this charge. If it is found to be incorrect, I would appreciate a prompt adjustment to my account.

I have attached copies of relevant documents, including my bill and any other related correspondence for your reference.

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

Sincerely,

[Your Name]