

Letter of Appeal for Wrongful Billing Correction

[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 Manager's Name],

I am writing to formally appeal the recent bill I received dated [insert date], account number [insert account number]. I have reviewed the details, and I believe there is an error that resulted in an incorrect charge of [insert amount].

Specifically, the charge relates to [describe the specific charge, service, or transaction]. According to my records, [explain your reasoning or provide evidence of why the charge is incorrect].

I kindly request a review of my account and an adjustment to my bill to reflect the correct amount. I have enclosed copies of relevant documents that support my appeal, including [list any attached documents, such as payment receipts, prior correspondence, etc.].

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information or clarification, please feel free to contact me at the above address or via my phone number.

Thank you for your understanding.

Sincerely,

[Your Name]