

Dispute Notice for Incorrect Billing

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

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

Dear [Recipient Name],

I am writing to formally dispute the charges listed on my recent billing statement dated [Billing Date]. The billing account number associated with this invoice is [Account Number]. I believe that there has been an error in the billing amount, as I have been charged [Incorrect Amount] instead of the correct amount of [Correct Amount].

I kindly ask that you review my account and provide a corrected statement at your earliest convenience. Attached are copies of the relevant documents highlighting the discrepancies.

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

Sincerely,

[Your Name]