

Dispute Letter Regarding Unforeseen Billing

Sender's Name
Sender's Address
City, State, ZIP Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally dispute the billing statement dated [Insert Date] which I received regarding my account [Account Number]. The total amount billed of [Insert Amount] appears to be incorrect due to unforeseen charges that I was not made aware of prior to receiving this statement.

Specifically, I would like to address the following charges:

- [Charge Description 1] - [Reason for Dispute]
- [Charge Description 2] - [Reason for Dispute]
- [Charge Description 3] - [Reason for Dispute]

According to our previous conversations on [Date(s) of Conversation], I believe these charges were not mentioned and thus should not be included in this billing statement. I kindly request a review of my account to clarify these discrepancies.

Please provide a written response detailing any adjustments made to my account as well as a new statement if applicable. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,
[Sender's Name]
[Sender's Signature (if sending a hard copy)]