

Multi-Unit Billing Correction Request

Date: [Insert Date]

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

To: [Billing Department Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Billing Correction for Multi-Unit Accounts

Dear [Billing Department Name],

I am writing to request a correction to the billing statement for my accounts associated with the following units:

- Unit 1: [Account Number/Identification]
- Unit 2: [Account Number/Identification]
- Unit 3: [Account Number/Identification]

Upon reviewing my latest billing statement dated [insert date], I noticed discrepancies including [briefly describe errors, e.g., incorrect charges, duplicate fees, etc.]. I believe these errors may have occurred due to [provide a reason if applicable].

For your convenience, I have attached copies of the relevant documents, including invoices and previous statements, highlighting the inaccuracies. I kindly request that you investigate these charges and make the necessary adjustments to my accounts.

Thank you for your attention to this matter. I look forward to your prompt response so that we may resolve this issue efficiently. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Sincerely,

[Your Name]