

# Billing Dispute Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Company Name]

[Billing Company Address]

[City, State, Zip Code]

## **Subject: Dispute of Multi-Unit Billing Charges**

Dear [Billing Department/Customer Service],

I am writing to formally dispute the billing charges on my account [Account Number], dated [Billing Cycle Dates]. After reviewing my recent bill, I believe there are discrepancies in the charges associated with my multi-unit property under [Property Address or Identification].

The charges I am disputing include:

- [Disputed charge 1: Description and amount]
- [Disputed charge 2: Description and amount]
- [Disputed charge 3: Description and amount]

According to my records, these charges are inaccurate due to [brief explanation of the reason for dispute, e.g., "incorrect meter readings," "double billing," etc.].

To help resolve this matter, I have attached copies of [relevant documents such as previous bills, payment receipts, or correspondence] for your reference.

Please investigate this issue and provide a written response to me within [reasonable timeframe, e.g., 30 days]. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]