

Debt Billing Error Challenge

To Whom It May Concern,

I am writing to formally challenge an error in my billing statement dated [insert date]. My account number is [insert account number].

Upon reviewing my statement, I noticed the following discrepancies:

- [Description of the error 1]
- [Description of the error 2]
- [Description of the error 3]

According to my records, the correct balance should be [insert correct balance]. I have attached supporting documentation for your review.

I kindly request that you investigate this matter and provide a response by [insert desired response date]. If necessary, please contact me at [insert your phone number] or [insert your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]