

Subject: Objection to Incorrect Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally contest the billing statement I received on [Insert Billing Date], which reflects charges I believe to be incorrect. My account number is [Insert Account Number].

Upon reviewing the statement, I noticed the following discrepancies:

- [Describe the incorrect charge and the correct amount]
- [Describe any additional discrepancies]

I kindly request a thorough review of my account and a correction to the billing amount. Attached to this letter are copies of the relevant documents supporting my claim.

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

Sincerely,

[Your Name]