

# Creditor Complaint Letter

**Your Name**

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date: [Insert Date]

**Recipient's Name**

Company Name

Company Address

City, State, ZIP Code

## **Subject: Formal Complaint Regarding Billing Discrepancies**

Dear [Recipient's Name],

I am writing to formally address a discrepancy I have noticed on my recent billing statement dated [insert date]. My account number is [insert account number].

Upon reviewing my statement, I found the following errors:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Add any additional discrepancies as needed]

I kindly request that you investigate these issues and provide clarification regarding the discrepancies mentioned above. Additionally, I expect an adjustment to my account as necessary.

Please feel free to contact me at your earliest convenience at my phone number or email address provided above. I look forward to your prompt resolution of this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]