# Billing Error Report

Date: [Date]

To: [Billing Department/Company Name]

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

## Subject: Billing Error Report

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an error I have noticed in my recent bill dated [Bill Date], with reference number [Bill Reference Number].

**Details of the billing error:**

- **Incorrect Amount Charged:** [Specify incorrect amount]
- **Correct Amount:** [Specify correct amount]
- **Description of the error:** [Briefly describe the nature of the error]

I kindly request that this error be reviewed and corrected at your earliest convenience. Please let me know if you require any further information from my side to resolve this issue.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]