

Account Verification Dispute Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Company Name

Company Address
City, State, Zip Code

Subject: Account Verification Dispute - Billing Issues

Dear [Billing Department/Specific Contact Name],

I am writing to formally dispute a billing issue regarding my account, [Your Account Number]. I have reviewed my recent statement dated [Insert Date], and I believe there are discrepancies that need immediate attention.

The specific charges that I believe to be incorrect are as follows:

- [Description of charge 1] - [Amount]
- [Description of charge 2] - [Amount]

These charges do not align with [reason for dispute, e.g., services promised, previous agreements, etc.]. I kindly request that you investigate this matter and provide clarification regarding these charges.

Please find attached any relevant documentation supporting my claim. I expect a prompt resolution to this issue. Should you need further information, do not hesitate to contact me via phone or email.

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

Sincerely,
[Your Name]