

Dispute of Billing Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute a billing error on my recent account statement (Account Number: [Your Account Number]) received on [Date of Statement]. Upon review, I noticed that there is an incorrect charge amounting to [Disputed Amount] for the transaction dated [Transaction Date].

I believe this charge is erroneous because [brief explanation of the error, e.g., "I did not authorize this transaction" or "the agreed amount was different"].

Please find attached copies of relevant documents, including my account statement highlighting the disputed charge and any correspondence regarding this matter.

I kindly request that you investigate this issue at your earliest convenience and provide a resolution. If you need any further information or documentation, please do not hesitate to contact me via the information provided above.

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

Sincerely,

[Your Name]