

Complaint Resolution for Billing Errors

Your Name

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

Billing Department

Company Name
Company Address
City, State, Zip Code

Dear Billing Department,

I am writing to formally address a billing error on my account (Account Number: [Insert Account Number]). I have noticed discrepancies in my recent statement dated [Insert Date of Statement], which I would like to resolve promptly.

Specifically, I am referring to the following charges:

- [Describe billing error 1]
- [Describe billing error 2]
- [Describe billing error 3]

I believe these charges are incorrect due to [briefly explain reason for dispute]. I kindly request a thorough investigation into this matter and the necessary adjustments to my account.

Attached are copies of relevant documents, including my previous statements and any correspondence regarding this issue.

Thank you for your prompt attention to this matter. I look forward to your response and resolution within the next [Insert time frame, e.g., 14 days]. Please feel free to contact me at [Insert Phone Number] or [Insert Email Address] should you require further information.

Sincerely,

[Your Name]