

Billing Error Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to address a billing error related to my recent insurance claim (Claim Number: [Insert Claim Number]). After reviewing the billing statement, I noticed discrepancies that require clarification.

The following items are in question:

- Service Date: [Insert Service Date] - Billed Amount: [Insert Amount] - Explanation: [Insert Explanation]
- Service Date: [Insert Service Date] - Billed Amount: [Insert Amount] - Explanation: [Insert Explanation]

I believe these errors may have resulted from [briefly explain possible reasons for errors, e.g., clerical errors, incorrect coding, etc.]. To assist in resolving this matter, I have attached supporting documents including [list any attached documents such as bills, explanations, etc.].

I kindly request that you review this information at your earliest convenience and adjust my claim accordingly. If you need any further information, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]