

Billing Error Inquiry

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

[Billing Department Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Billing Department Name],

I hope this message finds you well. I am writing to formally inquire about a billing error on my account ([Account Number or ID]). I recently reviewed my statement dated [Date of Statement] and noticed a discrepancy.

Specifically, I am concerned about the following charge(s):

- [Describe the charge and the error briefly]

I believe this charge is incorrect because [Briefly explain reason].

I kindly request that you look into this matter and provide clarification regarding the charge. If there has been a mistake, I would appreciate a revised statement at your earliest convenience.

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

Sincerely,

[Your Name]