

Letter Regarding Unexpected Billing Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Billing Company's Name]

[Billing Company's Address]

[City, State, Zip Code]

Dear [Customer Service/Sir/Madam],

I hope this message finds you well. I am writing to bring to your attention an unexpected billing charge that I noticed on my recent statement dated [Insert Date of Statement]. The amount charged was [Insert Charge Amount] for [Describe Service or Product].

I believe this charge may have been made in error as I was not informed of any additional fees or changes to my billing plan. I kindly request that you review this discrepancy and provide clarification regarding the charge.

Thank you for your prompt attention to this matter. I look forward to your swift response so that we can resolve this issue amicably.

Sincerely,

[Your Name]