

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

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

Dear Billing Department,

I am writing to formally raise a grievance concerning discrepancies in my billing statements for the past three months. I have noticed several charges that do not align with my agreed-upon rates and services as outlined in our contract.

Details of the discrepancies are as follows:

- Month/Date - Description of the discrepancy - Amount
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I kindly request a detailed explanation of these charges and any necessary adjustments to my account. Please provide your response by [insert a specific date, usually 14 days from the date of the letter].

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

Sincerely,
Your Name