

Complaint Regarding Billing Discrepancies

Date: [Insert Date]

To,

Customer Service Department
[Security Service Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my concern regarding discrepancies I have noticed in my recent billing statements for the security services provided to my residence/business at [your address].

Specifically, the billing statement dated [insert date of the statement] shows charges that do not align with the services agreed upon in our contract. The charges that I am disputing are as follows:

- Charge 1: [Description of the charge] - [Disputed Amount]
- Charge 2: [Description of the charge] - [Disputed Amount]
- Charge 3: [Description of the charge] - [Disputed Amount]

I kindly request a detailed explanation of these charges and a correction to my billing statement as soon as possible. I have been a loyal customer since [insert date], and I hope this issue can be resolved promptly.

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

Sincerely,

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