

False Billing Complaint

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Unauthorized Charges

Dear [Billing Company Name],

I am writing to formally dispute a billing error that has resulted in unauthorized charges on my account. My account number is [Your Account Number].

Upon reviewing my recent statement, I noticed a charge of [Amount] dated [Date of Charge] for [Description of Charge]. I did not authorize this charge and believe it to be a mistake.

I kindly request that you investigate this matter and provide me with the necessary documentation regarding this charge. I also ask that you reverse the unauthorized charge while this investigation is conducted.

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

Sincerely,

[Your Name]