

Letter of Discrepancy Regarding Billing

Date: [Insert Date]

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to address discrepancies I have noticed in the recent billing statement dated [Insert Date of Bill]. After careful review, it appears that the charges listed do not accurately reflect the services rendered.

Specifically, the following discrepancies have been identified:

- Charge for [Service/Product] not received - [\$ Amount]
- Overcharge on [Service/Product] - billed for [\$ Amount] instead of [\$ Correct Amount]
- Duplicate charge for [Service/Product] - [\$ Amount]

Despite previous communications regarding these issues, they remain unresolved. I kindly request a detailed explanation of the charges along with corrected billing statements at your earliest convenience.

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

Sincerely,

[Your Name]