

Letter of Dispute for Overcharge

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Dispute of Overcharge on Bill # [Bill Number]

Dear [Recipient's Name],

I am writing to formally dispute a charge on my recent bill dated [Date of Bill], with the bill number [Bill Number]. Upon reviewing the charges, I have identified an overcharge that I believe is in error.

Details of the charge in question:

- Service/Product: [Description]
- Charged Amount: \$[Amount]
- Expected Amount: \$[Expected Amount]

According to my records, the correct charge for this service/product should be \$[Expected Amount]. I have attached [mention any attached documents, like invoices or correspondence] as evidence to support my claim.

I respectfully request a review of this matter and a correction of the bill. Please respond to me in writing within 15 days regarding the status of this dispute.

Thank you for your attention to this matter.

Sincerely,

[Your Name]