

False Billing Report

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally report a billing error that I have identified in my recent invoice from [Company Name]. After careful review, I have discovered discrepancies which I believe to be incorrect.

Details of the Incorrect Billing:

- **Invoice Number:** [Insert Invoice Number]
- **Billing Date:** [Insert Billing Date]
- **Amount Billed:** [Insert Incorrect Amount]
- **Description of Error:** [Provide a brief description of the error]

I kindly request a review of this invoice and a correction to reflect the accurate charges. Please find attached any supporting documents that may assist in resolving this matter.

Thank you for your immediate attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]