

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Billing Department/Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an explanation regarding an erroneous billing issue that I have encountered. I received a bill dated [Insert Date of Bill], with the account number [Insert Account Number], which includes charges that I believe are incorrect.

Upon reviewing the bill, I noticed the following discrepancies:

- [Detail of the discrepancy 1]
- [Detail of the discrepancy 2]
- [Detail of the discrepancy 3]

I would appreciate your prompt attention to this matter and a detailed explanation of the charges listed above. If necessary, I can provide any additional information you may require to resolve this issue.

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

Sincerely,

[Your Name]