

Letter of Request for Correction of Billing Error

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

[Billing Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Billing Department/Specific Person's Name],

I am writing to formally request a correction to a billing error I recently noticed in my account. My account number is [Your Account Number] and the billing statement in question is dated [Date of Statement].

Upon reviewing my statement, I found the following discrepancies:
- [Description of the error, e.g., incorrect charge, duplicate billing]
- [Any additional errors, if applicable]

I kindly ask that you investigate this matter and correct the billing error at your earliest convenience. Enclosed are copies of relevant documents that support my claim, including [specify any attached documents, e.g., prior invoices, receipts].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]