

Billing Adjustment Request

To: [Billing Department]

From: [Your Name]

Date: [Current Date]

Subject: Request for Billing Adjustment

Dear [Billing Department],

I hope this message finds you well. I am writing to request a review and adjustment of my recent bill (Invoice Number: [Invoice Number]) dated [Invoice Date].

Upon reviewing the bill, I noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Add any additional discrepancies]

Given these issues, I kindly ask for a re-evaluation of the charges and a corresponding adjustment to my account. I have attached supporting documents for your reference.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]