

Response to Billing Dispute

Date: [Insert Date]

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your letter dated [Insert Date of Dispute Letter] regarding the billing dispute for account number [Account Number]. We appreciate your prompt communication concerning this matter.

After careful review of your concern, we have investigated the charges in question and would like to provide the following information:

- Charge Description: [Description of Charge]
- Date of Charge: [Charge Date]
- Amount: [Charge Amount]
- Reason for Charge: [Explanation]

Based on our findings, the charge appears to be valid/invalid. [Choose one and elaborate as necessary].

If you have additional questions or require further clarification, please do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address]. We are committed to resolving this matter to your satisfaction.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]