

# Billing Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Dispute of Billing Overcharges**

Dear [Billing Department or Customer Service],

I am writing to formally dispute an overcharge on my recent bill dated [insert date of bill]. My account number is [insert account number]. Upon reviewing the charges, I noticed that [describe the specific charges you are disputing and why you believe they are incorrect].

According to my records, [provide any relevant details or agreements that support your case]. I kindly request a thorough review of my bill and a correction of any discrepancies found.

Thank you for your prompt attention to this matter. I hope to hear back from you soon with a resolution. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Name]