

Resolution Request for Billing Errors

Date: [Insert Date]

To: [Billing Department/Company Name]

Address: [Company Address]

Subject: Request for Resolution of Billing Errors

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

I hope this message finds you well. I am writing to bring to your attention some discrepancies I have noted in my recent billing statement (Account Number: [Your Account Number]). Upon reviewing the details, I identified the following errors:

- [Description of the first error]
- [Description of the second error]
- [Description of any additional errors]

These discrepancies have resulted in an incorrect total amount due. I kindly request a thorough review of my account and a prompt correction of the billing errors listed above.

Please find attached copies of relevant documents for your reference. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]