

Billing Error Resolution Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally address a billing error that I have identified on my account ([Your Account Number]) pertaining to the invoice dated [Invoice Date].

Upon reviewing the statement, I noticed that [describe the specific error and any discrepancies]. According to my records, the correct amount should be [correct amount].

Enclosed are copies of relevant documents, including [list any documents enclosed, e.g., previous invoices, payment confirmations].

I kindly request that you review this matter and issue a correction at your earliest convenience. Please feel free to contact me should you require any additional information to facilitate this process.

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

Sincerely,

[Your Name]