

Billing Inaccuracy Explanation

Date: [Insert Date]

To: [Billing Department/Company Name]

Address: [Company Address]

Subject: Explanation for Billing Inaccuracy

Dear [Recipient's Name],

I am writing to bring to your attention an issue I have encountered with my recent bill dated [Insert Date]. Upon reviewing the charges, I noticed discrepancies that require clarification.

The following inaccuracies were noted:

- Item/Service: [Description of discrepancy] - Amount: [Incorrect Amount]
- Item/Service: [Description of discrepancy] - Amount: [Incorrect Amount]

I believe these errors may have occurred due to [brief explanation of possible reasons]. I kindly request that you review my account and provide an updated statement reflecting the correct charges.

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]