

# Billing Error Report

Date: [Insert Date]

To: [Service Provider's Name]

Attn: Billing Department

[Service Provider's Address]

Dear [Service Provider's Name],

I am writing to report a billing error on my account [Your Account Number], which I recently received for the billing cycle of [Billing Cycle Dates]. Upon reviewing the statement, I noticed a discrepancy that requires your attention.

Details of the billing discrepancy are as follows:

- Invoice Number: [Insert Invoice Number]
- Date of Service: [Insert Date]
- Charged Amount: [Insert Amount Charged]
- Expected Amount: [Insert Expected Amount]
- Description of Error: [Briefly describe the error]

I kindly request that you review this billing error and provide a corrected invoice at your earliest convenience. Please let me know if you require any further information or documentation to assist in resolving this matter.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]