

Billing Correction Proposal

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose a correction to a recent billing statement that I received on [Insert Date of Bill]. After reviewing the charges, I believe there are discrepancies that require adjustment.

The details of the billing issues are as follows:

- Invoice Number: [Insert Invoice Number]
- Charge Date: [Insert Date]
- Incorrect Amount Charged: [Insert Amount]
- Correct Amount: [Insert Correct Amount]
- Reason for Correction: [Briefly Explain the Reason]

I kindly request a review of the above-mentioned charges and a prompt adjustment to reflect the accurate billing information. I have attached any relevant documentation to support my request.

Thank you for your attention to this matter. I look forward to your swift response regarding the billing adjustment proposal. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]