

Billing Error Resolution Letter

Date: [Insert Date]

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

To: [Billing Department/Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Billing Department/Manager's Name],

I am writing to address a billing error associated with my account ([Your Account Number]). Upon reviewing my recent statement dated [Insert Date of Billing Statement], I noticed an inconsistency that I would like to resolve.

The issue pertains to [describe the specific error -- e.g., incorrect charges, duplicate charges, etc.]. According to my records, [provide details or evidence supporting your claim].

I kindly ask that you review this matter and correct the billing error at your earliest convenience. I would appreciate a confirmation of this error and an updated statement reflecting the correct charges.

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

Sincerely,

[Your Name]