

# Billing Dispute Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department/Specific Contact Name],

I hope this message finds you well. I am writing to formally dispute a charge that appears on my recent billing statement dated [Insert Date]. The details of the charge are as follows:

- Invoice Number: [Insert Invoice Number]
- Charge Amount: [Insert Amount]
- Date of Charge: [Insert Date]
- Description: [Insert Description]

Upon reviewing my account, I believe this charge is incorrect due to [briefly explain reason for dispute, e.g., services not received, double billing, etc.].

I kindly request that you investigate this matter and provide a detailed explanation for the charge. Additionally, I would appreciate any documentation that supports the validity of this charge. Please contact me at your earliest convenience to discuss this issue further.

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

Sincerely,

[Your Name]