

Billing Discrepancy Appeal

Date: [Insert Date]

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

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

Subject: Appeal for Billing Discrepancy - Account #[Your Account Number]

Dear [Billing Department/Recipient's Name],

I am writing to formally appeal a billing discrepancy that I have identified on my recent statement dated [Insert Statement Date]. Upon reviewing the charges, I noticed an inconsistency regarding the amount charged for [specify the item or service]. According to my records, I was expecting a charge of [Expected Amount], but the statement displays a charge of [Charged Amount].

I kindly request your assistance in reviewing this matter to resolve the discrepancy. Attached are copies of the relevant documents, including my previous statements and any correspondence related to this billing issue.

Thank you for your prompt attention to this matter. I look forward to your response and hope for a swift resolution.

Sincerely,

[Your Name]