

Billing Discrepancy Resolution Request

Date: [Insert Date]

To: Financial Department

From: [Your Name]

Subject: Request for Resolution of Billing Discrepancy

Dear [Financial Department/Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have found in the billing statement dated [Insert Date of Billing Statement].

Upon reviewing the charges, I noticed that [briefly explain the discrepancy, e.g., "there is a charge of \$XXX for services that were not rendered"]. I would appreciate your assistance in resolving this matter at your earliest convenience.

Please find attached any relevant documents supporting my claim, including [list any attached documents, e.g., "previous invoices, payment confirmations"].

I look forward to your prompt response so that we can resolve this discrepancy in a timely manner. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]