

# Billing Discrepancy Settlement Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Settlement of Billing Discrepancy

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a discrepancy in my recent billing statement dated [Insert Billing Date]. After reviewing the statement, I noticed an inconsistency regarding [describe the specific discrepancy, e.g., charges for services not rendered, incorrect amounts, etc.].

According to my records, I should have been charged [insert correct amount or details] instead of [insert incorrect amount or details]. I have attached relevant documents, including [list documents, e.g., previous statements, correspondence, etc.], for your reference.

In order to ensure a prompt resolution, I kindly request that you adjust my billing statement to reflect the correct amount. Additionally, please provide a written confirmation once the adjustment has been made.

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

Sincerely,

[Your Name]