

Billing Error Clarification

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: Clarification of Billing Error

Dear [Billing Department Name],

I am writing to bring to your attention a billing error on my recent invoice #[Insert Invoice Number] dated [Insert Invoice Date].

Upon reviewing the statement, I noticed that [briefly describe the error, e.g., an incorrect charge or payment not credited]. I believe this was an oversight and would like to request clarification regarding this discrepancy.

Please find attached the relevant documentation to support my claim.

I appreciate your prompt attention to this matter and look forward to your response at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]