

Billing Dispute Resolution Letter

Date: [Insert Date]

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally dispute a billing issue related to my account [Account Number] with [Company Name]. I received a bill dated [Bill Date] that includes charges that I believe are incorrect.

The disputed charges include:

- [Description of Charge 1] - [Amount]
- [Description of Charge 2] - [Amount]

After reviewing my records and the terms of service, I believe these charges result from [explanation of the error or issue]. I kindly request that you review my account and correct the billing error.

Attached are copies of documents supporting my position, including [list any attached documents, e.g., previous bills, contracts, correspondence].

I appreciate your prompt attention to this matter and look forward to your response to resolve this issue by [a specific date if necessary]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information you may need.

Thank you for your cooperation.

Sincerely,

[Your Name]