

Letter of Dispute Regarding Billing Errors

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute billing errors and unauthorized charges that I have noticed on my account statement dated [insert date]. The details are as follows:

Account Number: [Your Account Number]

Disputed Charges:

- [Description of Charge 1] - [\$ Amount]
- [Description of Charge 2] - [\$ Amount]
- [Description of Charge 3] - [\$ Amount]

I have reviewed my account and found that these charges are erroneous/unauthorized, as I did not consent to these transactions. I request a detailed explanation regarding these charges, as well as immediate adjustments to my account.

Enclosed are copies of my account statements and any relevant documentation supporting my claims.

Please resolve this issue promptly. You may contact me at [Your Phone Number] or via email at [Your Email Address] for any further information you might need.

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

Sincerely,

[Your Name]