

# Correction of 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 hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed in my recent billing statement for my account [Account Number or Reference].

Upon reviewing my last bill, dated [Date of Bill], I noticed the following errors:

- [Error 1: Description]
- [Error 2: Description]
- [Error 3: Description]

I kindly request that you review my account and provide a corrected statement reflecting these changes. I have also attached copies of the relevant documentation for your reference.

Thank you for addressing this matter promptly. I look forward to your swift response.

Sincerely,

[Your Name]