

Response to Billing Error Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department Contact Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department Contact Name],

I am writing to dispute a billing error on my recent statement dated [insert date of statement]. The invoice number is [insert invoice number]. I believe there is an error regarding [briefly describe the error, e.g., incorrect charges, double billing, etc.].

Upon review, I noticed that [explain the error in detail, providing any relevant information that supports your claim]. I have attached [mention any attached documents, e.g., previous bills, receipts, etc.] for your reference.

I kindly request a thorough review of my account and adjustments to be made accordingly. If you require further information or clarification, please do not hesitate to reach out to me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]