

Billing Error Correction Request

Date: [Insert Date]

To: [Postal Service Name]

Address: [Postal Service Address]

Dear [Recipient's Name],

I am writing to bring to your attention a billing error on my recent invoice dated [Insert Invoice Date]. My account number is [Insert Account Number].

The invoice indicates a charge of [Insert Amount], which appears to be incorrect. According to my records, the correct amount should be [Insert Correct Amount].

I kindly request that you review this matter and correct the error in my billing statement. Please find attached copies of the relevant documents for your reference.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]