

Billing Adjustment Request

Date: [Insert Date]

To: [Billing Department/Company Name]

From: [Your Name]

Account Number: [Your Account Number]

Dear [Billing Department/Recipient's Name],

I hope this message finds you well. I am writing to formally request a billing adjustment related to my recent invoice dated [Insert Invoice Date], with the invoice number [Insert Invoice Number].

Upon reviewing my bill, I noticed a discrepancy concerning [briefly explain the reason for the adjustment, e.g., incorrect charges, services not rendered, etc.]. I believe that this adjustment is warranted due to the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I kindly request that you review this matter at your earliest convenience. Please let me know if you require any additional information or documentation to support my request.

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

Sincerely,

[Your Name]

[Your Contact Information]