

# Billing Discrepancy Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a discrepancy I have discovered on my recent billing statement (Invoice Number: [Insert Invoice Number]) dated [Insert Invoice Date]. Upon reviewing the details, I noticed that [describe the specific discrepancy, e.g., incorrect charges, unexpected fees].

According to my records, [provide any supporting details or documents]. Thus, I kindly request a thorough review of my account and the necessary adjustments to rectify this matter.

Please let me know if you require any additional information or documentation from my side to facilitate this process. I would appreciate a timely response to resolve this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]