

Billing Error Clarification

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention a billing error on my account ([Account Number]) for the billing period of [Billing Period]. Upon reviewing my statement, I noticed a discrepancy regarding [specific details of the error].

According to my records, [describe your records and what you believe is correct]. However, the bill indicates [describe the error]. I believe this may have been an oversight, and I would appreciate your assistance in clarifying this matter.

Enclosed with this letter are the relevant documents that support my claim. I kindly request that you review my account and provide clarification or correction of this error as soon as possible.

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

Sincerely,

[Your Name]