

Overcharge Dispute Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally dispute an overcharge I noticed on my recent bill dated [Insert Bill Date]. The reference number for this bill is [Insert Reference Number]. Upon reviewing the charges, I found that I was billed [Insert Overcharged Amount] instead of the agreed price of [Insert Correct Amount].

I have attached copies of both the bill and the relevant agreement for your reference. I kindly request that you review this matter and correct the billing error as soon as possible. Additionally, I would appreciate any confirmation of this dispute being investigated.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]