

Disputed Billing Charges Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally dispute a billing charge that I believe is incorrect. My account number is [Account Number], and the charge in question appears on my statement dated [Statement Date]. The charge is for [Description of Charge] in the amount of [Amount].

Upon reviewing my records, I find that this charge is inaccurate because [brief explanation of your dispute]. I have attached supporting documents, including [list any relevant documents].

I kindly request a review of this charge and a prompt response to my inquiry. Please let me know if you require any additional information from my side.

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

Sincerely,

[Your Name]