

Billing Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a correction regarding a billing issue that I have encountered on my recent invoice, dated [Insert Invoice Date], with invoice number [Insert Invoice Number]. Upon reviewing the charges, I noticed an error in the billed amount pertaining to [specific service/products].

According to my previous agreement and records, the correct charge should be [Insert Correct Amount], whereas I was billed [Insert Incorrect Amount]. I believe this could be a clerical error, and I kindly ask for your assistance in rectifying this matter.

I have attached copies of the relevant documents for your reference. Please let me know if any additional information is required to resolve this issue promptly.

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

Sincerely,

[Your Name]