

Resolution Letter for Service Billing Conflict

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Resolution for Service Billing Conflict

I am writing to formally address a billing discrepancy related to my account [Account Number] for the services rendered on [Date of Service]. It has come to my attention that the billed amount of [Billed Amount] does not match the agreed-upon charges of [Agreed Amount].

Upon reviewing my records, I noticed that [Explain the issue briefly, e.g., services not rendered, incorrect rate applied, etc.]. I have attached supporting documents for your reference.

I kindly request a review and correction of this billing error to reflect the accurate amount. I appreciate your prompt attention to this matter and look forward to a swift resolution.

Thank you for your cooperation.

Sincerely,

[Your Name]