

# Formal Complaint Regarding Billing Discrepancies

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Customer Service/Specific Name],

I am writing to formally express my concerns regarding discrepancies in my billing statement for account number [Your Account Number]. Upon reviewing the recent statement dated [Statement Date], I noticed several charges that do not align with my understanding of the services I have utilized.

Specifically, [briefly outline the discrepancies, e.g., overcharges, unrecognized charges, etc.]. I have attached a copy of the billing statement for your reference.

As a valued customer, I request a detailed explanation of these charges and a rectification of my billing statement at your earliest convenience. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]