

# Billing Error Rectification Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to bring to your attention a billing error on my account [Your Account Number] that I have recently noticed. The invoice dated [Invoice Date] includes a charge of [Incorrect Amount] for [Description of Charge], which I believe is incorrect.

Upon reviewing my records, I have found that [brief explanation of the discrepancy, e.g., "the service was not provided on the mentioned date" or "the agreed amount was different"]. I kindly request that this error be rectified at your earliest convenience.

Attached are copies of relevant documents supporting my claim, including [mention any attached documents, e.g., previous invoices, contracts, etc.].

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information.

Thank you for your cooperation.

Sincerely,

[Your Name]