

Request for Explanation of Incorrect Bill

Date: [Insert Date]

To,

Customer Service Department
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request an explanation regarding an incorrect bill I received for my account [Your Account Number]. The bill dated [Bill Date] reflects charges that I believe to be inaccurate.

Upon reviewing the statement, I noticed the following discrepancies:

- [Describe discrepancy 1]
- [Describe discrepancy 2]
- [Describe discrepancy 3]

I would appreciate it if you could provide clarification on these issues at your earliest convenience. Additionally, I kindly request a corrected bill if the charges are indeed found to be erroneous.

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

Sincerely,

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