

# Complaint Regarding Billing Errors

Your Name  
Your Address  
City, State ZIP Code  
Email Address  
Phone Number  
Date

Customer Service Department  
Company Name  
Company Address  
City, State ZIP Code

Dear Customer Service Manager,

I am writing to formally address a billing error that I have encountered in my recent statement dated [insert date]. Upon reviewing my bill, I noticed discrepancies that do not align with my usage and agreed-upon charges.

Specifically, I have been charged [mention the specific error or charge], which I believe is incorrect based on [provide reasons, such as service agreements or prior communications]. I have attached relevant documents for your reference.

I kindly request that you investigate this matter and make the necessary corrections. I would appreciate a prompt response to this complaint, as I expect this issue to be resolved by [insert date].

Thank you for your attention to this matter. I look forward to your swift reply.

Sincerely,  
[Your Name]