

Appeal for Amending Billing Mistakes

Date: [Insert Date]

To: [Billing Department/Company Name]

Address: [Company Address]

Dear [Billing Department/Customer Service],

I hope this message finds you well. I am writing to formally appeal a billing mistake that I have identified on my recent statement dated [insert date of statement]. My account number is [insert account number].

Upon reviewing the statement, I noticed the following discrepancies:

- [Detail the first mistake, e.g., incorrect charge, duplicated charge, etc.]
- [Detail the second mistake if applicable]
- [Continue listing any additional mistakes]

According to my records, the correct amount owed should be [insert correct amount]. I have attached supporting documents that clearly demonstrate the errors along with any relevant correspondence regarding this matter.

I kindly request that you review the details of my account and rectify the billing mistakes at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]