

Billing Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Billing Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department Name],

I am writing to formally request a correction to a billing discrepancy on my personal account ([Account Number]).

On [Date of Issue], I noticed an error in my billing statement that I believe requires your attention. Specifically, it involves [briefly describe the issue, e.g., incorrect charge, missing payment, etc.].

I have attached relevant documentation to support my request, including [mention any documents, e.g., previous bills, receipts, etc.].

Thank you for your prompt attention to this matter. I look forward to your response and a resolution to this discrepancy.

Sincerely,

[Your Name]