

Letter of Complaint Regarding Incorrect Billing Fees

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department's Name],

I am writing to formally express my concern regarding an incorrect billing charge on my recent invoice (# [Invoice Number]) dated [Invoice Date]. Upon reviewing the details, I noticed that there is a discrepancy in the fees charged for [describe the specific service/item].

According to our previous agreements, the expected charge for [specific service/item] should be [correct amount] instead of the billed amount of [incorrect amount]. I believe this may have been an error, and I kindly request a review of my account to rectify this issue.

Please find attached supporting documents, including a copy of the invoice and any relevant agreements, for your reference.

I would appreciate your prompt attention to this matter and look forward to your response. Should you need any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for addressing this issue.

Sincerely,

[Your Name]