

Letter of Demand for Adjustments in Billing Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an adjustment to my recent billing statement for account number [Insert Account Number]. Upon reviewing the details, I noticed discrepancies that require immediate attention.

Specifically, I would like to address the following charges: [List specific charges and any details such as dates, amounts, etc.]. These charges appear to be incorrect based on [State your reason, e.g., contract terms, previous communications, etc.].

As a valued customer, I believe it is crucial to resolve this matter quickly and amicably. I kindly request that you review my account and make the necessary adjustments to rectify these discrepancies.

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

Sincerely,

[Your Name]