

Formal Request to Rectify Billing Inaccuracies

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a review and rectification of the billing inaccuracies on my account (Account Number: [Your Account Number]).

Upon reviewing my recent billing statement dated [Date of Billing Statement], I noticed the following discrepancies:

- [Description of the first inaccuracy]
- [Description of the second inaccuracy]
- [Description of any additional inaccuracies]

These inaccuracies have resulted in an unexpected charge of [Specify Amount]. I kindly ask that you review my account and provide a corrected bill at your earliest convenience.

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

Sincerely,

[Your Name]