

Billing Error Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Billing Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department Manager's Name],

I am writing to formally request a review of billing errors associated with our business account [Account Number]. Upon reviewing our recent billing statement dated [Insert Date of Statement], we have identified discrepancies that we would like to address.

Specifically, we found the following errors:

- [Description of Error 1]
- [Description of Error 2]
- [Description of Error 3]

We believe that these charges are incorrect and kindly ask that you investigate this matter. Please find attached copies of our previous statements and any relevant documentation to assist in your review.

We appreciate your prompt attention to this matter and look forward to your response. If you require any further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]