

[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 am writing to formally dispute certain items on my recent billing statement dated [Billing Date]. After reviewing the charges, I have identified discrepancies that I would like to bring to your attention for review.

The disputed items are as follows:

- Item 1: [Description] - [Charge]
- Item 2: [Description] - [Charge]
- Item 3: [Description] - [Charge]

I respectfully request a review and clarification of these charges, as I believe they may not reflect the agreed-upon terms of service. I would appreciate your prompt response to this matter, ideally by [Response Date].

Thank you for your attention to this issue. I look forward to your swift resolution.

Sincerely,

[Your Name]