

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a discrepancy I have identified in my recent billing statement dated [insert date], account number [insert account number]. Upon reviewing the statement, I have noticed [describe the specific discrepancies, e.g., incorrect charges, duplicated charges, etc.].

According to my records and agreement, I was expecting [briefly explain what you expected versus what was billed], which results in an incorrect total of [insert amount]. I have attached copies of my previous statements and any relevant correspondence for your reference.

I kindly request that you investigate this matter at your earliest convenience. Please adjust my bill accordingly and provide me with a written confirmation of the corrections made. I would appreciate your prompt attention to this issue and look forward to your response within [insert time frame, e.g., 14 days].

Thank you for your assistance. Should you need any further information, please do not hesitate to contact me by email or phone.

Sincerely,

[Your Name]