

Formal Complaint Regarding Unexpected Billing Errors

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the billing errors on my recent account statement dated [insert date]. Upon reviewing my bill, I noticed discrepancies that I did not anticipate, which have resulted in an overcharge of [insert amount].

Specifically, I have observed the following errors:

- [Detail the first billing error]
- [Detail the second billing error]
- [Detail any additional errors]

I kindly request a thorough investigation into these discrepancies and a prompt correction of my bill. I expect a written response by [insert specific date], detailing your findings and the steps that will be taken to rectify this issue.

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

Sincerely,

[Your Name]