

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

Billing Department  
Company Name  
Company Address  
City, State, Zip Code

Dear Sir/Madam,

I am writing to formally complain about the persistent billing issues I have encountered with my account (Account Number: XXXXXXXX). Despite my previous communications, the problems have not been resolved, causing significant inconvenience.

The specific issues include:

- Incorrect charges on my recent statements.
- Failure to apply my payments correctly.
- Inaccurate account information reflected on your system.

These issues were first reported on (insert date), and I was assured that they would be rectified promptly. Unfortunately, the situation remains unaddressed, and I am still receiving erroneous bills.

I request immediate attention to this matter and a response detailing the steps that will be taken to resolve these ongoing billing discrepancies. If these issues are not addressed, I may have no choice but to escalate my complaint further.

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

Sincerely,

Your Name