

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

Customer Service Department  
Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally complain about unauthorized increases in my billing statement. My account number is [Your Account Number], and I have been a loyal customer since [Date].

Recently, I noticed that my bill has increased significantly without prior notification or justification. The changes were reflected in my billing statement dated [Billing Statement Date]. According to my previous bills, I was charged [Previous Amount] in [Previous Month], and now the latest bill indicates a charge of [Current Amount]. This abrupt increase is both surprising and unacceptable.

I request a detailed explanation regarding this increase, along with any documentation that supports this adjustment. Failure to provide a satisfactory response may compel me to take further actions, including reporting this issue to the relevant authorities.

I appreciate your immediate attention to this matter and look forward to your prompt response.

Sincerely,  
[Your Name]