

# Formal Complaint Regarding Billing Inaccuracies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding inaccuracies I have noticed in my recent bill from [Company Name], account number [Your Account Number]. Upon reviewing the statement for the billing period of [Billing Period Dates], I have identified several discrepancies that I would like to bring to your attention.

Specifically, I have found that:

- [Describe the first inaccuracy, e.g., an incorrect charge]
- [Describe the second inaccuracy, if applicable]
- [Describe any additional inaccuracies as necessary]

These inaccuracies have resulted in an overcharge, and I believe the total amount due should be adjusted to reflect the accurate charges. I kindly request that you review my account and correct these billing errors at your earliest convenience.

Attached to this letter are copies of my bill and any relevant documentation to support my claims.

I appreciate your prompt attention to this matter and look forward to your response. Should you need to contact me for further clarification, I can be reached at [Your Phone Number] or [Your Email].

Thank you.

Sincerely,

[Your Name]