

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

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally complain about unexpected billing discrepancies that I have recently encountered with my account ([Your Account Number]). Upon reviewing my latest bill dated [Bill Date], I noticed several charges that do not align with the agreed-upon terms of service.

Specifically, the following discrepancies were noted:

- [Description of Discrepancy 1 - Amount]
- [Description of Discrepancy 2 - Amount]
- [Description of Discrepancy 3 - Amount]

These unexpected charges total [Total Amount], which I believe to be inaccurate. I kindly ask that you review my account and provide clarification regarding these charges at your earliest convenience.

I appreciate your prompt attention to this matter and look forward to your response. You can reach me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for resolving this issue swiftly.

Sincerely,
[Your Name]