

[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]

Subject: Formal Complaint Regarding Erroneous Billing Details

Dear [Recipient's Name],

I am writing to formally express my concern regarding the erroneous billing details that I have recently received from your company. My account number is [Your Account Number], and the billing statement dated [Date of Statement] contains several discrepancies.

Specifically, I noted the following issues:

- [Description of error 1]
- [Description of error 2]
- [Description of error 3]

I kindly request that these errors be investigated and corrected immediately. Additionally, I would appreciate a confirmation of the corrective actions taken and an updated billing statement reflecting the accurate charges.

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

Sincerely,

[Your Name]