

Billing Dispute Letter

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally dispute a billing discrepancy found on my account (Account Number: [Your Account Number]). Upon reviewing my recent statement dated [Date of Statement], I noticed several charges that appear to be incorrect.

Specifically, I would like to bring to your attention the following discrepancies:

- Charge on [Date]: [Description of Charge] - [Incorrect Amount]
- Charge on [Date]: [Description of Charge] - [Incorrect Amount]
- Charge on [Date]: [Description of Charge] - [Incorrect Amount]

According to my records, these amounts do not align with the services provided or the agreed-upon rates. I have attached copies of my documentation to support my claim.

I kindly request that you investigate this matter promptly and provide me with a corrected statement. I appreciate your immediate attention to this issue and look forward to your response by [Date - typically 30 days from the letter's date].

Thank you for your cooperation.

Sincerely,
[Your Name]