

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 Team,

I am writing to formally inquire about some erroneous charges on my recent bill dated [insert date]. Upon reviewing my statement, I noticed the following discrepancies:

- Charge 1: [Description and amount]
- Charge 2: [Description and amount]

I kindly request clarification regarding these charges and any necessary adjustments that may need to be made. I have always valued your services, and I believe this issue can be resolved promptly.

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

Sincerely,
[Your Name]