

Formal Notification of Billing Inaccuracies

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally address discrepancies I have identified in my recent billing statement dated [Insert Date of Bill]. Upon reviewing the charges, I noticed the following inaccuracies:

- [Description of the first inaccuracy]
- [Description of the second inaccuracy]
- [Additional inaccuracies, if any]

In accordance with our previous communications regarding my account and your billing practices, I kindly request a review of these discrepancies and a prompt resolution to this matter. I believe that these errors may have arisen due to [explain possible reasons if applicable].

Please provide a corrected invoice and any relevant supporting documents at your earliest convenience. You can reach me at [Your Phone Number] or [Your Email Address] should you need any further information.

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

Sincerely,

[Your Name]