

# Subject: Formal Request for Correction of Billing Mistakes

[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 request a correction regarding a billing mistake on my account #[Your Account Number]. I received my billing statement dated [Date of Statement], and I noticed several discrepancies that require immediate attention.

The specific issues are as follows:

- Incorrect charge for [Description of Charge] - should be [Correct Amount]
- Duplicated charge for [Description of Charge] - billed twice on [Date]

I kindly ask that you review my account details and rectify these mistakes at your earliest convenience. Enclosed are copies of my billing statement and any additional relevant documentation for your reference.

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

Sincerely,  
[Your Name]