

# Formal Complaint Regarding Repeated Billing Errors

[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]

Dear [Recipient's Name],

I am writing to formally complain about the ongoing billing errors I have experienced with my account (Account Number: [Your Account Number]). Despite my previous communications regarding this issue on [dates of previous communications], the errors have unfortunately persisted.

Specifically, I have been incorrectly billed for [list specific billing errors, e.g., services not rendered, charges that were not agreed upon, etc.], which has caused significant inconvenience. I have attached copies of my previous statements and correspondence for your review.

I kindly request that you investigate these matters urgently and provide a resolution. Additionally, I would appreciate a written confirmation of the adjustments made to my account and a reassessment of my billing history.

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

Sincerely,  
[Your Name]