

# Formal Complaint Regarding Incorrect Billing Statements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the incorrect billing statements I have received for my account ([Your Account Number]). Despite my efforts to resolve this issue over the phone, the discrepancies remain unaddressed.

Specifically, the billing statements dated [Insert Dates of Incorrect Statements] reflect charges that are inconsistent with my agreed terms and conditions. I have attached copies of the statements for your reference.

I kindly request that you investigate this matter and provide me with corrected billing statements at your earliest convenience. Additionally, I would appreciate a response detailing any measures you will take to rectify this issue.

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

Sincerely,

[Your Name]