

Formal Complaint Regarding Billing Errors

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 a billing error I have encountered with my account ([Your Account Number]) at [Company Name]. I have reviewed my recent statements and have identified discrepancies that require prompt attention.

Specifically, on [Date of the Invoice], I was charged [incorrect amount] for [description of the charge], whereas I should have been charged [correct amount] based on our agreement. This discrepancy has caused confusion and I kindly request a thorough review and correction of my billing record.

I would appreciate your prompt attention to this matter and look forward to your response. If necessary, I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your immediate assistance in resolving this issue.

Sincerely,

[Your Name]