

Billing Error Appeal

Date: [Insert Date]

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Recipient Name: [Recipient's Name]

Company Name: [Company's Name]

Company Address: [Company's Address]

City, State, Zip: [Company's City, State, Zip]

Dear [Recipient's Name],

I am writing to formally appeal a billing error on my recent statement dated [Insert Date]. According to my records, I have been charged an amount of [Insert Amount] for [Brief Description of the Charge], which I believe is incorrect.

Upon reviewing my account details, I have found that [Explain the error, e.g., incorrect charges, overcharges, etc.]. I have included documents to support my claim, including [List any supporting documents, if applicable].

I kindly request that you review this billing error and make the necessary corrections to my account. I would appreciate a prompt response to this matter, as I value your services and wish to resolve this issue quickly.

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

Sincerely,

[Your Name]