

Billing Dispute Explanation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute a charge on my recent bill dated [Insert Bill Date], account number [Insert Account Number]. The amount in question is [Insert Disputed Amount].

The reason for the dispute is [Provide a brief explanation of the issue, e.g., the service was not rendered, the amount charged is incorrect, etc.]. I have enclosed copies of my documentation supporting this claim, including [List any relevant documents, such as previous bills, receipts, contracts, etc.].

I kindly ask you to review the details of my dispute and correct the billing error. I appreciate your prompt attention to this matter and look forward to your response within [Insert time frame you expect a reply, e.g., 30 days].

Thank you for your assistance.

Sincerely,

[Your Name]