Billing Error Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to bring to your attention a billing error that I have identified in my recent statement dated [insert date of statement]. My account number is [insert account number].

Upon reviewing the charges, I noticed that [describe the nature of the error, e.g., an incorrect charge, a duplicated fee, etc.]. According to my records, I was only responsible for [provide correct details if applicable].

I kindly request that you review my account and clarify this discrepancy. Please find attached any relevant documentation that supports my claim.

Thank you for your attention to this matter. I look forward to your prompt response and resolution of the issue.

Sincerely,

[Your Name]