

# Billing Issue Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally address a billing issue related to my account ([Account Number or Reference]) that has occurred on [Date of Billing Issue]. Upon reviewing my recent statement, I noticed a discrepancy that I would like to resolve as soon as possible.

Specifically, the issue is as follows:

- [Description of the specific billing issue]
- [Amount in question]
- [Any relevant dates or transaction details]

I kindly request that you look into this matter and provide clarification regarding the charges. Additionally, I would appreciate any steps you can take to rectify the billing issue and adjust my account accordingly.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to my billing issue.

Sincerely,

[Your Name]