

Billing Inconsistency Mediation Letter

Date: _____

Your Name
Your Address
City, State, Zip Code
Email: your.email@example.com
Phone: (123) 456-7890

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

Subject: Mediation of Billing Inconsistency

I hope this letter finds you well. I am writing to address an inconsistency I have recently observed in the billing statement dated [insert date]. My account number is [insert account number]. Upon reviewing the charges, I found discrepancies that I would like to discuss and clarify.

Specifically, I noticed the following issues:

- Item 1: [Description of the issue]
- Item 2: [Description of the issue]

To facilitate a smooth resolution, I kindly request a detailed review of these charges. I believe we can resolve this matter amicably through mediation. I am open to discussing this over a phone call or in a meeting at your convenience.

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

Sincerely,

[Your Name]