

# Billing Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Billing Department Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Billing Department Name or Contact Person],

I am writing to formally request a correction to the billing statement I received for my account [Account Number] dated [Billing Date].

Upon reviewing the statement, I noticed the following discrepancy:

- [Describe the specific error or discrepancy]

I kindly request that you review this matter and issue a corrected bill at your earliest convenience. Enclosed are copies of the relevant documents to support my request.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email] should you need any further information.

Sincerely,

[Your Name]

[Your Account Number]