

Request for Billing Statement Revision

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Billing Department]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Billing Department/Specific Person's Name],

I am writing to formally request a revision of my recent billing statement dated [Date of Billing Statement]. After reviewing the statement, I noticed some discrepancies that I would like to bring to your attention.

The specific items in question are as follows:

- [Item 1 Description - Issue]
- [Item 2 Description - Issue]
- [Item 3 Description - Issue]

I believe these discrepancies may be the result of [brief explanation of reason, e.g., clerical error, misunderstanding of charges, etc.]. I would appreciate it if you could investigate these matters and provide me with an updated billing statement reflecting the correct charges.

Please let me know if you require any additional information or documentation from my side to facilitate this process. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]