

# Billing Error Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a billing error that I have noticed on my recent invoice dated [Invoice Date].

Upon reviewing the charges, I found that [describe the specific error, e.g., there was an incorrect charge for a service that was not rendered]. This discrepancy amounts to [specific amount] which I believe should be adjusted accordingly.

I kindly request a review of my account and an updated invoice reflecting the correct charges. I have attached copies of my previous statements for your reference.

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

Sincerely,

[Your Name]