

Disputed Billing Statement

Date: [Insert Date]

[Your Name]

[Your Address][City, State, Zip Code]

[Your Email][Your Phone Number]

[Company Name]

[Company Address][City, State, Zip Code]

Dear [Billing Department/Customer Service],

I am writing to formally dispute a billing statement I received on [insert date of the statement]. The statement, with reference number [insert reference number], indicates a charge of [insert amount] for [insert a description of the charge].

Upon reviewing my records, I believe this charge is incorrect for the following reasons:

- [Explain reason 1]
- [Explain reason 2]
- [Explain reason 3]

I kindly request that you review this dispute and rectify the billing error at your earliest convenience. Please confirm receipt of this letter and provide an update regarding the investigation of this dispute.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]