

Billing Error Correction

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,

I am writing to formally bring to your attention a billing error that I have identified on my latest invoice dated [Invoice Date]. The invoice number is [Invoice Number].

The error pertains to [describe the nature of the error, e.g., incorrect charge, missed discount, etc.]. According to my records, the correct amount should be [correct amount]. I have attached supporting documents for your review.

I kindly request that you review this matter at your earliest convenience and adjust my account accordingly. Your prompt attention to this issue is greatly appreciated.

Thank you for your assistance.

Sincerely,
[Your Name]