

Billing Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Dispute of Billing Charges Due to Incorrect Pricing

Dear Customer Service,

I hope this message finds you well. I am writing to formally dispute a charge on my recent bill dated [Insert Date] for my account number [Insert Account Number]. Upon reviewing the charges, I noticed that I was billed [Insert Incorrect Price] for [Insert Service/Product] instead of the agreed-upon price of [Insert Correct Price].

Evidence supporting my claim includes [Insert any relevant details, such as a copy of the contract, order confirmation, or previous billing statements]. I kindly request that you review this matter and rectify the billing error at your earliest convenience.

Thank you for addressing this issue promptly. I look forward to your response.

Sincerely,

[Your Name]