

Sample Response Letter for Disputed Billing Statement

Date: [Your Date]

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

Subject: Dispute of Billing Statement - Account #[Your Account Number]

Dear Sir or Madam,

I am writing in regard to the billing statement dated [Billing Statement Date], which I recently received for my account #[Your Account Number]. I have reviewed the statement in detail and have found a discrepancy regarding [describe the specific charge or error, e.g., "an overcharge of \$50 on my last payment" or "a service I did not authorize"].

I kindly request that you investigate this matter and provide clarification or correction to my account. Please find attached [copies of relevant documents, receipts, or previous correspondence] to support my claim.

I request that any late fees or penalties associated with this disputed amount be waived until the investigation is completed. Your timely attention to this matter is appreciated, and I look forward to your prompt response addressing my concerns.

Please contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Address]
[City, State, ZIP Code]