

Formal Letter of Complaint for Billing Error

A **formal letter of complaint for billing error** addresses discrepancies or mistakes in invoices received from a company or service provider. This letter clearly states the issue, provides relevant details such as invoice numbers and dates, and requests a prompt resolution or adjustment. Below is a template and sample wording you can use.

Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name or "Billing Department"]
[Company Name]
[Company Address]
[City, State, ZIP Code]
Subject: Complaint Regarding Billing Error – Invoice #[Invoice Number], Dated [Invoice Date]
Dear [Recipient Name or "Sir/Madam"],
I am writing to formally dispute the charges listed on my recent bill (Invoice #[Invoice Number]) dated [Invoice Date]. Upon reviewing the statement, I noticed discrepancies as on
- [Describe the specific error(s), e.g., incorrect amount charged, duplicate charges, items not received, etc.]
- [Any supporting details, such as order numbers or relevant correspondence]
I kindly request that you review the charges, correct the identified errors, and provide me with an updated invoice. I would appreciate a response at your earliest convenience to
Please let me know if you require any further information from my side.
Thank you for your prompt attention to this issue.
Sincerely,
[Your Name]

Sample Wording

I am writing to formally dispute the charges on my recent bill dated April 10, 2024, as there appear to be errors in the items listed. Kindly review the charges and provide a corrected invoice at your earliest convenience.

Such letters ensure proper documentation and facilitate effective communication between the customer and the billing department.