

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 follows:
- [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 this issue.
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.