

Written Complaint Letter for Billing Error

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Billing Department]
[Company/Service Provider Name]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Billing Error – Request for Resolution

Dear [Billing Department/Customer Service Manager],

I am writing to formally bring to your attention an error I have identified on my recent billing statement (Account Number: **[Your Account Number]**, Invoice Number: **[Invoice Number]**), dated **[Invoice Date]**.

Upon reviewing the bill, I noticed the following discrepancy(s):

- **[Describe the error in detail – e.g., an incorrect charge, unauthorized fee, double billing, services not received, etc.]**

For your reference, I have attached copies of:

- The billing statement showing the disputed charge(s)
- Previous correspondence (if any) regarding this matter
- Any supporting documents that substantiate my claim

I kindly request the following resolution:

- Immediate correction of the erroneous charge(s) reflected in the statement
- A revised invoice showing the accurate amount due
- A written confirmation once the necessary adjustments have been made
- Refund of any overcharged amount (if applicable)

Please review this matter at your earliest convenience. If you require further information or documentation to assist with your investigation, do not hesitate to contact me at the details provided above. I trust this error will be rectified promptly to our mutual satisfaction.

I look forward to your confirmation and a resolution by **[State a reasonable deadline, e.g., 14 days from the date of this letter]**.

Thank you for your attention to this matter.

Sincerely,

[Your Name]