

# Sample Complaint Letter with Follow-Up Request

Date: [Insert Date]

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

**Subject: Billing Dispute – Request for Review and Correction**

Dear [Billing Manager's Name],

I am writing to formally bring to your attention a discrepancy that I have noticed on my recent invoice (Account Number: **[Your Account Number]**; Invoice Number: **[Invoice Number]**, dated **[Invoice Date]**).

Upon reviewing my statement, I observed the following billing issues:

- **[Example: Incorrect charge for product/service not received]**
- **[Example: Overpayment recorded in error]**

Attached are copies of supporting documents, including the original invoice and my payment receipts. I respectfully request that you review the disputed charges and provide clarification or correction as soon as possible. I kindly ask that you investigate this matter and adjust my account accordingly.

Furthermore, as I have not yet received a response to my initial inquiry dated **[Date of Initial Inquiry, if applicable]**, I would appreciate an update on the status of my dispute. Please confirm receipt of this letter and inform me of any required actions or additional documentation. If possible, I would be grateful if the issue could be resolved within **[reasonable timeframe, e.g., 10 business days]** to prevent interruption of service or further confusion.

Thank you for your prompt attention and assistance. Your cooperation in resolving this matter will help maintain our positive business relationship.

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