

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

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

Subject: Complaint Regarding Billing Error and Request for Correction

To Whom It May Concern,

I am writing to formally bring to your attention a billing error that I have identified in my recent statement(s) for account number [Account Number]. Upon reviewing my records, I noticed a discrepancy involving [describe the specific charge(s) or transaction(s) in question, including date(s), amount(s), and any identifying details].

According to my understanding and as shown on the attached statement copies, these charges are incorrect because [briefly explain why the charges are erroneous, e.g., goods/services not received, overcharge, duplicate charge, etc.].

I have enclosed copies of the relevant statements for your reference. The disputed charges are clearly highlighted for your consideration.

I kindly request that you investigate this matter promptly, correct the inaccurate charges, and send me an updated statement reflecting the resolution. Please confirm receipt of this correspondence and inform me of the steps being taken to address my concern.

Thank you for your attention to this matter. I look forward to your timely response and the correction of my account.

Sincerely,
[Your Name]

Enclosures:

Copies of relevant statements (highlighted)