

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Billing Department Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Dispute of Billing Error

Dear [Billing Department],

I am writing to formally dispute a billing error on my account [Account Number] with your company. I received my latest bill dated [Bill Date] and have noticed discrepancies that I believe need to be addressed. Upon reviewing the charges, I found the following errors:

1. [Description of the first error, including specific charges and amounts]
2. [Description of the second error, if applicable]
3. [Additional details if necessary]

I kindly request that you review my account and correct these errors as soon as possible. I have attached copies of relevant documents, including previous bills and receipts, for your reference.

Please confirm receipt of this letter and inform me of the steps that will be taken to resolve this matter. I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Account Number] (if applicable)
[Attachments: Copies of relevant documents]