

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Company Name]
[Company Address]
[City, State, Zip Code]
Subject: Billing Complaint
Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally express my concerns regarding an issue with my recent billing statement associated with my account (Account Number: [Your Account Number]).

On [date of the billing statement], I noticed discrepancies that I would like to address. Specifically, [describe the issue, e.g., overcharge, missing credits, incorrect billing period, etc.]. I have attached copies of my billing statement and any relevant documents for your reference.

I kindly request that you investigate this matter and provide clarification on these charges. I would appreciate a prompt resolution to this issue.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,
[Your Name]