

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

Dear [Billing Department/Specific Name if known],  
Subject: Explanation of Billing Mistake - Account #[Your Account Number]  
I am writing to bring to your attention a billing mistake I noticed on my recent invoice dated [Invoice Date]. Upon reviewing the charges, I believe there has been an error regarding [specific details of the mistake, e.g., "the extra charge for service not provided"].

The incorrect charge is as follows:

- [Description of the incorrect charge] - \$[Amount]

According to my records, I should only be billed for [correct description], amounting to \$[Correct Amount].

I kindly request that you review this matter and adjust my account accordingly. I have attached copies of relevant documents for your reference.

Thank you for your prompt attention to this issue. I look forward to your swift resolution.

Sincerely,

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