

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

Dear [Customer Service Manager/Specific Contact Name],

Subject: Billing Discrepancy

I am writing to formally address a billing discrepancy I recently noticed on my account (Account Number: [Your Account Number]).

On [Date of Billed Statement], I received my bill for the month of [Billing Month], which indicated a total amount due of [Discrepancy Amount]. However, upon reviewing the charges, I found that there were several discrepancies, including:

1. [Description of Discrepancy 1]
2. [Description of Discrepancy 2]
3. [Description of Discrepancy 3]

I kindly request that you review my account and provide clarification on these charges. Please find attached photocopies of relevant documents to support my claims.

I appreciate your prompt attention to this matter and look forward to resolving it as soon as possible. Please contact me at [Your Phone Number] or [Your Email Address] for any further details.

Thank you for your assistance.

Sincerely,  
[Your Name]